**Bourns College of Engineering, Dean’s Office**

**Pre-approval Authorization Policy**

***Policy Owner: BCoE, Dean’s Office***

***Date: February 22, 2011***

**Objective:**

The following are control standards for the pre-approval authorization procedures for the BCoE Dean’s Office. Pre-approval authorization needs to be obtained from the Administrator (i.e., program director, Associate Dean, Assistant Dean, or Dean) responsible for the related fund. Pre-approval authorization is needed on all travel, entertainment, and supply/service requests. Pre-approval authorization requests are sent via email and attached as PDFs in the Campus system being used or and for systems that don’t allow attachments stored, the pre-approval is saved electronically in a “read-only” shared server folder to reduce printing and physical storage needs. This process is also designed to increase efficiency and eliminate redundant signatures.

**Procedures:**

1. Once it has been established that supplies, services, travel, or entertainment are needed, the Purchasing/Travel Assistant completes the appropriate “pre-approval” email template. There are three templates to chose from depending on what is needed:

* Entertainment expenses – business lunch, speaker dinner, etc.
* Travel expenses – conferences, research collaborations, etc.
* General expenses – office supplies, computer supplies, etc.

1. Completion of the template requires specific information, including, but not limited to:

* Vendor name, address, phone
* Items needed/travel plans/meeting plans
* Justification for expense
* FAU to be charged

1. If the expense is going to require exceptional approval due to overages on the per person meal rate, spousal attendance, hotel per diem rate overages, transportation exceptions, etc. a BCoE Request for Exceptional Approval must be completed 15 days prior to the event/trip and sent to the Dean’s Office Analyst for review and discuss with the Dean for approval.
2. The completed pre-approval email is sent to the responsible Administrator by the Purchasing/Travel Assistant. The Administrator reviews the pre-approval email, ensuring all required fields are complete and that the request is reasonable, appropriate, and allowable on the selected FAU. **It is also acceptable for a requestor to send an email directly to the Purchasing/Travel Assistant with the needed information. This allows skipping of step #4 and moving directly to step #5**
3. The Administrator approves the pre-approval request by replying to the Purchasing/Travel Assistant stating the request is approved. If the Administrator has questions regarding the request or decides to deny the request, the email is returned by the Administrator with questions or is marked “not approved”.
4. Once the Purchasing/Travel Assistant receives the approved request back via email, it is saved on the ENGR server in a “read-only” folder that is established strictly for housing pre-approval requests or saved as a PDF on the desktop to later be attached in the appropriate Campus system.
5. Now that the pre-approval request has been approved and saved, the Purchasing/Travel Assistant can move forward with processing the related request. For UCR systems that allow attachments (ePay, eBuy, iTravel), the approved pre-approval email needs to be attached by the Purchasing/Travel Assistant in PDF format so the department pre-approver and approver can view the document during approval and PAN review. For UCR systems that do not currently allow attachments (Fleet, P&R, C&C, Web Recharge, Mail Services, Storehouse, Bookstore Recharges, and Dining) and for special check requests that cannot be done via ePay, the approved authorization emails need to be housed on the ENGR server in the “read-only” folder for review by department PAN reviewers.