APPROVAL LIMIT SCHEDULE

FORM	**REQUESTOR/ TRAVELER	DEPARTMENT CHAIR/DIRECTOR	***OFFICE OF SPONSORED PROGRAMS (OSP)	AREA VP >$1,000	VP FOR B&F >$10,000	PRESIDENT >$20,000
Travel Request	X	X	X	X	X	X
Travel Expense Voucher	X	X	X			
Memorandum of Agreement (MOA)	X	X	X	X	X	X
PC05	X	X	X	X	X	X
PC05CE	X	X	X	X		
*PC05NH	X	X	X	X	X	X
Remittance Voucher	X	X	X	X	X	X
Requisition	X	X	X	X	X	X
Interdepartmental Invoice	X	X	X	X	X	X
Vehicle Utilization Request Form (VURF)	X	X	X	X	X	X

X indicates the signature is needed based upon the dollar amount listed

* indicates all signatures are required

***In the event the Requestor/Traveler is also the Budget Manager/Department Chair/Supervisor, then the next level Supervisor must countersign the form even if it is <$1,000.00.*

****Fund 30 or Banner Org numbers beginning with " 7 " needs an OSP signature.*

Updated 12/16/2024