

## Approval Responsibilities by Role

Each role has related and overlapping responsibilities depending on dollar threshold and/or type of funds used. The following is a template of minimum required by responsibilities by role.

Responsibilities	Requestor/ Purchaser/ Traveler	HR Approver	Cost Object Approver	Special Approver
<b>Non-Travel Reimbursements</b>				
Responsible for ensuring all purchases are business-related, benefit and advance the work of the University.	X	X	X	N/A
The business purpose is legitimate.	X	X	X	N/A
Ensures receipt attached is appropriate for the expense and shows payment, is itemized, and has \$0 due.	X	X	X	N/A
The purchaser is authorized to spend the funds.	X	X	X	N/A
The purchase is in compliance with established policies and procedures of the University and any required external regulations.	X	X	X	N/A
The amount of the purchase is reasonable (i.e., an appropriate level of spending for the circumstances).	X	X	X	N/A
Perform reasonable due diligence in addressing any questions about the payment.		X	X	N/A
The expense type selected is proper for the type of purchase selected. (i.e. Computer Equipment is not coded as General Supplies)	X	X	X	N/A
There are sufficient budgeted or other approved funds to cover the expense.			X	N/A
For restricted gift and endowment funds, the charge is in accordance with the terms of the fund.	X		X	N/A
For Computer Equipment/Software purchases ensure purchases are compatible with the existing equipment and that Information Technology Department has the ability to support the technology products subsequent to purchases. <b>(Special Approver is TCU - Information Technology Department)</b>				X
The expense in compliance with policies and regulations that govern TCU Athletics. <b>(Special Approver is TCU Athletics Compliance Office)</b>				X
For sponsored research (project codes that begin with a 2 or 6), the charge is within the budget and project period and in accordance with terms of the applicable external requirements and regulations. <b>(Special approver is Research Accounting)</b>	X		X	X

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<b>Purchase Card</b>				
Responsible for ensuring all purchases are business-related, benefit and advance the work of the University.	X	N/A	X	N/A
The business purpose is legitimate.	X	N/A	X	N/A
Ensures receipt attached is appropriate for the expense and shows payment, is itemized, and has \$0 due.	X	N/A	X	N/A
The purchaser is authorized to spend the funds.	X	N/A	X	N/A
The purchase is in compliance with established policies and procedures of the University and any required external regulations.	X	N/A	X	N/A
The amount of the purchase is reasonable (i.e., an appropriate level of spending for the circumstances).	X	N/A	X	N/A
Perform reasonable due diligence in addressing any questions about the payment.		N/A	X	N/A
The expense type selected is proper for the type of purchase selected. (i.e. Computer Equipment is not coded as General Supplies)	X	N/A	X	N/A
There are sufficient budgeted or other approved funds to cover the expense.		N/A	X	N/A
For restricted gift and endowment funds, the charge is in accordance with the terms of the fund.	X	N/A	X	N/A
For Computer Equipment/Software purchases ensure purchases are compatible with the existing equipment and that Information Technology Department has the ability to support the technology products subsequent to purchases. <b>(Special Approver is TCU - Information Technology Department)</b>				X
The expense in compliance with policies and regulations that govern TCU Athletics. <b>(Special Approver is TCU Athletics Compliance Office)</b>				X
For sponsored research (project codes that begin with a 2 or 6), the charge is within the budget and project period and in accordance with terms of the applicable external requirements and regulations. <b>(Special approver is Research Accounting)</b>	X	N/A	X	X
<b>Travel Request</b>				
The traveler has permission to be absent from the University and the job duties will be covered.	X	X		N/A
Responsible for ensuring all purchases are business-related, benefit and advance the work of the University.	X	X	X	N/A
The business purpose is legitimate.	X	X	X	N/A
The purchase is in compliance with established policies and procedures of the University and any required external regulations.	X	X	X	N/A

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The purchaser is authorized to spend the funds.	X		X	N/A
The purchase is in compliance with established policies and procedures of the University and any required external regulations.	X	X	X	N/A
The amount of the purchase is reasonable (i.e., an appropriate level of spending for the circumstances).	X	X	X	N/A
Perform reasonable due diligence in addressing any questions about the payment.		X	X	X
There are sufficient budgeted or other approved funds to cover the expense.			X	N/A
For restricted gift and endowment funds, the charge is in accordance with the terms of the fund.			X	N/A
The expense in compliance with policies and regulations that govern TCU Athletics. <b>(Special Approver is TCU Athletics Compliance Office)</b>				
For sponsored research (project codes that begin with a 2 or 6), the charge is within the budget and project period and in accordance with terms of the applicable external requirements and regulations. <b>(Special approver is Research Accounting)</b>			X	X
International travel has been registered in the TCU Global Travel Registration platform. <b>(Special Approver is TCU Global)</b>				X

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Responsibilities	Requestor/ Purchaser/ Traveler	HR Approver	Cost Object Approver	Special Approver
<b>Travel Expense Reimbursement</b>				
Responsible for ensuring all purchases are business-related, benefit and advance the work of the University.	X	X	X	N/A
The business purpose is legitimate.	X	X	X	N/A
Ensures receipt attached is appropriate for the expense and shows payment, is itemized, and has \$0 due.	X	N/A	X	N/A
The purchase is in compliance with established policies and procedures of the University and any required external regulations.	X	X	X	N/A
The purchaser is authorized to spend the funds.	X		X	N/A
The purchase is in compliance with established policies and procedures of the University and any required external regulations.	X	X	X	N/A
The amount of the purchase is reasonable (i.e., an appropriate level of spending for the circumstances).	X	X	X	N/A
The receipts contain appropriate line item detail.	X	X	X	X
Perform reasonable due diligence in addressing any questions about the payment.		X	X	N/A
The expense type selected is proper for the type of purchase selected. (i.e. Airfare is not coded to Other Expense)	X	X	X	N/A
There are sufficient budgeted or other approved funds to cover the expense.			X	N/A
For restricted gift and endowment funds, the charge is in accordance with the terms of the fund.			X	N/A
Review Concur Alerts and investigate with traveler when appropriate.	X	X	X	N/A
For sponsored research (project codes that begin with a 2 or 6), the charge is within the budget and project period and in accordance with terms of the applicable external requirements and regulations. <b>(Special approver is Research Accounting)</b>			X	X
The expense in compliance with policies and regulations that govern TCU Athletics. <b>(Special Approver is TCU Athletics Compliance Office)</b>				X
International travel has been registered in the TCU Global Travel Registration platform. <b>(Special Approver is TCU Global)</b>				X
<b>E-Procurement System</b>				
All purchases of goods and services	X		X	X