Department Document Approval Process

What to submit to bservices@cns.utexas.edu

Items that need the Dean's/ Representative's signature

- OOEF
- Exception Request
  - OOEF
  - Reimbursement for Travel > 60 days
  - Reimbursement for items without a receipt/ itemized receipt (when required)
- APS
- Foreign Travel on State Funds
- Restricted Regions Foreign Travel Request
- Co-Sponsorship
- Communication Device Allowance (for Direct Reports to the Dean)
- Dining Card Request
- Facilities Use
- Procard Limit Increase Request

Documents that need to route to Dean's Office for approval

(NS FINSUP Desk)
Routing is cause by either use of Dean's office account, supervisor reporting in HRMS to the Dean or a Dean's office employee, Account paid/associated with in HRMS, and/or required by UT Policy

- All Entertainment Payments - VPE
- Payments
  - VP1 - VP5
  - VP2 - VP7
- Purchasing Documents
  - PO's - PBU
  - PB4
- AIS/APS
- VT6

And How?

For items that require a signature:

- Please fill out the form/request completely.
- Provide all appropriate, relevant, and detailed information needed to approve

For any document that needs approve:

- Document creator are to submit one email per one voucher as a scanned PDF to CNS Business Services (bsevices@cns.utexas.edu) for review and approval.
- Please refer to the PDF imaging requirements for submitting PDF's to business services for approval.
- The email must have the Document ID in the Subject—for approval
- Ex: 30VPE999999 – For Approval
- Business Services upon review and approval will notify creator. If the voucher is returned, please resubmit the updated PDF again to bservices@cns.utexas.edu for approval.
- Please reply to the original email chain, reattach the updated PDF of all the appropriate documentation, and change the Subject Line to begin with Resubmission.
- For example: Resubmission 30VPE999999 – For Approval