Approval Responsibilities in eVA
Applies to Purchase Requisitions and Change Orders *Note: There will be multiple approvers on each requisition

Approval Role	Description	Accountability (By approving, you confirm the following)	Dollar Threshold	Approval Driver	Procurement Compliance Review	Required REQ Attachments
Requestor	eVA user drafting and submitting requisition	Budget availability, Correct FOAP, expenditure is necessary and in accordance with spend guidelines, correct delivery address, correct FY, correct attachments, correct vendor information, correct data entered on REQ, identify P Card, PO Category, No PII, attachments are signed by vendor and do not have PII. Expenditure is within Procurement manual guidelines. **Independent Contractor Forms and all vendors must be approved prior to entering requisition.**	Dollar One	N/A	Yes	Contracts, agreements, quotes, approvals, justifications, if new vendor, W9 has been submitted directly to Accounting Services
Buyer Inbox	Procurement admin role to preview all requisitions for data entry	Verifies requisitions align with established data standards as well as identifying data entry errors. Reviews attached agreements for accurate signatures and initiates buyer preview when necessary. This role does not encompass procurement functions or require budget/FOAP approvals. Checks user matches Organization.	Dollar One	N/A	No	Contracts, agreements, quotes, approvals, justifications, delivery information, P Card identification
Fiscal Year	Resides in Budget and Financial Planning	Requisitions are directed here if pertaining to expenditures beyond the current fiscal year. Approval is granted exclusively for advancing encumbrances within the current Equipment Trust Fund (ETF) list and the correct FOAP is utilized. Ensures expenditures adhere to ETF spending guidelines, compliance with ETF advance approval for	Dollar One	F11211 Budget office identifies unique ORG annually	No	N/A
Grants	Resides in Office of Sponsored Programs	Verifies expenses align with grant specifications and spending policies, ensuring adherence to University Guidelines. Upholds all University standards, including return of tagged equipment. Communicates to end users that all procured items remain University property, irrespective of funding sources or awards.				

1=Furniture Orders Must attach waiver from VCE if not
chosen or as directed by Procurement
2=Lab Equipment Must attach waiver if not

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Capital Outlay Requisitioner	Resides in Facilities Planning and Construction/Facilities Management	Ensures budget availability and accurate utilization of the FOAP. Validates the necessity of expenditure, aligned with Construction and Professional Services Manual				

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I.T.	Information Technology	Verifies the use of accurate commodity/account codes, vendor information and contract alignment. Ensures attached quotes comply with IT expenditure regulations. Validates the correctness of ordered items in accordance with IT Memorandum of Understanding (MOU) procurement delegation.	Dollar One	Commodity Code	Yes, from an I.T. perspective	N/A
Org Approval	Departmental Approval Level	Approves items within budget limits and verifies necessity while adhering to university spending guidelines. Ensures expenditure aligns with Procurement Manual Guidelines. All documents are attached and correct	Dollar One	Based on FUND or ORG code on each line item	No	N/A
Apparel	Resides in Controller's Office	Confirms necessary documentation is attached and expenditure falls within apparel and policy guidelines. Uses appropriate account code.	Dollar One	Account Code	No	Vendor quote, justification, and list of names of recipients
Branding	Resides in University Relations	Confirms necessary documentation is attached and expenditure falls within apparel and policy guidelines. Uses appropriate account code.	Dollar One	Account Code	No	Vendor quote & justification
Fixed Assets	Resides in Financial Reporting/General Accounting					

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Risk Management	Resides in Controller's Office	Examines expenditures to ensure the necessity of purchasing insurance policies aligns with University and State guidelines.	Dollar One	Account Code	No	N/A
Tax Compliance	Resides in Financial Reporting/General Accounting	Confirms the Independent Contractor Form has been submitted and approved, verifying the contractor's status as an independent contractor rather than a University employee.	Dollar One	Account Code	No	Independent Contractor form is **not** attached to req but sent to tax compliance via separate, secure process
Travel	Resides in Accounting Services	Confirms all required documentation and preapprovals for travel reporting are attached, ensuring compliance with University travel and policy guidelines.	Dollar One	Account Code	No	Contractual Agreement
Senior Management	Vice Presidents, Provost					