

Process for Dean Expenditures Requiring Approval from the Office of Academic Affairs

Approval authority for the following positions has been delegated to the Office of Academic Affairs:

- Interim Dean; College of the Arts
- Interim Executive Dean; Colleges of the Arts & Sciences
- Interim Dean; College of Biological Sciences
- Dean; Max M. Fisher College of Business
- Dean; College of Dentistry
- Dean; College of Education and Human Ecology
- Interim Dean; College of Engineering
- Dean; Undergraduate Education
- Dean; College of Food, Agricultural and Environmental Sciences
- Dean; Graduate School
- Interim Dean; College of Humanities
- Dean; Moritz College of Law
- Interim Dean; College of Mathematical and Physical Sciences
- Dean; College of Medicine
- Dean; College of Nursing
- Dean; College of Optometry
- Dean; College of Pharmacy
- Dean; College of Public Health
- Interim Dean; College of Social and Behavioral Sciences
- Dean; College of Social Work
- Interim Dean; College of Veterinary Medicine
- Dean; OSU Lima
- Dean; OSU Mansfield
- Dean; OSU Marion
- Dean; OSU Newark

This delegation is in effect for the following types of transactions:

- All Travel Requests and Travel Reimbursements
- All Personal Reimbursements
- All Exceptions
- All University required Pre-Approvals
 - Meals and entertainment expenses in excess of \$200 a person
 - Any deviation from the business meal policy
 - Travel must be approved and a "T" number must be processed prior to the trip for authorized business travel unless the only miscellaneous expenses to be reimbursed are parking, mileage, ferry and/or bus passes.

- Other transactions (Purchase Orders, Purchasing Cards, Blackwell Meals, Payment Requests, 100W's, etc..) for the purchase of goods or services requested by the Dean that are not a part of the day to day office operations such as personal memberships, subscriptions, business meals, etc..
- All Leaves

Process Descriptions:

General:

- Only the SFO and a designated back-up staff member should be authorized to submit transactions to the Office of Academic Affairs. All communications should be routed through the SFO.
- Transactions should be reviewed by the Senior Fiscal Officer prior to forwarding to the Office of Academic Affairs.
- Expected approval turnaround time should average two days with the exception of travel requests with associated pre-pays which should turnaround the same day when received in the Office of Academic Affairs by 3pm.
- Expenditure Transactions may be submitted via campus mail, fax or email to;

Campus Mail	Nora Bolon, OAA Fiscal & Human Resource Coordinator
	314 Bricker Hall 190 North Oval Mall Road
Email	OAA.Approval@admin.ohio-state.edu
Fax	614-247-8447
- Leave of Absence Requests may be submitted via campus mail, fax or email to;

Campus Mail	Vice Provost Susan Williams
	203 Bricker Hall 190 North Oval Mall Road
Email	OAA.Approval@admin.ohio-state.edu
Fax	614-292-3658

Travel Requests –

- Travel Request should be entered into the Travel System by the college.
- An e-mail should be sent to OAA.Approval@admin.ohio-state.edu, referencing the Travel Request requiring approval.
- The Travel Request will be reviewed and receive business purpose approval and system approval in the Travel System by the Office of Academic Affairs.
- The Travel Request will be returned to the college.

Travel Reimbursements –

- Travel Reimbursement should be entered into the Travel System by the college.
- The travel reimbursement form should be printed from the system and signed by the traveler with required receipts and supporting documentation attached.
- The travel reimbursement form, receipts and supporting documentation should then be sent to the OAA Fiscal & Human Resource Coordinator.
- The Travel Reimbursement will be reviewed and receive business purpose approval by the Office of Academic Affairs.
- The Travel Reimbursement will be returned to the college for system approval.

Personal Reimbursements –

- Personal Reimbursement should be entered into the PREP pages by the college.
- The reimbursement form, receipts and supporting documentation should be sent to the OAA Fiscal & Human Resource Coordinator.
- The reimbursement will be reviewed and receive business purpose approval by the Office of Academic Affairs.
- The reimbursement will be returned to the college for system approval.

Exceptions & Pre-Approvals –

- Exceptions and Pre-Approvals along with supporting documentation should be sent to the OAA Fiscal & Human Resource Coordinator.
- The exception and pre-approval will be reviewed and receive approval by the Office of Academic Affairs.
- The exception and pre-approval will be returned to the college.

Other Transactions –

- Transactions along with receipts and supporting documentation should be sent to the OAA Fiscal & Human Resource Coordinator.
- The transaction will be reviewed and receive business purpose approval by the Office of Academic Affairs.
- The transaction will be returned to the college.

Leave of Absences –

- Leave of Absences should be sent to Vice Provost Susan Williams.
- Vice Provost Williams will review and approve.
- The Application for Leave form will be returned to the college for processing in the Peoplesoft HR system.