



# ANNOUNCEMENT FROM THE DIVISION OF ADMINISTRATION & FINANCE



## **RECENT UPDATES**

### **CHROME RIVER**

- Pre-approvals are no longer required for:
  - Events in which there are zero expenses and no reimbursement requested
    - Includes off-campus travel, trainings, and virtual events
  - Chartwells catering purchases

### **PCARD**

- Pcard credit limits have been reestablished
- Pre-approval for purchases are no longer required
- Individual Pcards are open
  - \$5,000 credit limit
  - \$3,500 single transaction limit



## **NEW UPDATES**

### **CHANGES ARE EFFECTIVE IMMEDIATELY**

#### **CHROME RIVER**

Pre-approvals are no longer required (including foundation funded expenses) for:

- Conferences with no overnight stay
  - Registrations can be paid via Pcard
  - Mileage reimbursement can be paid via direct pay
- Same day travel/training
- Same day field trips for courses
  - Send list of student travelers to Campus Police prior to leaving campus
- Elimination of DE approval for trip expenses exceeding 10% of the pre-approval

#### **PCARD**

- Services performed off-campus can be paid via Pcard



- Approval for same day travel and attendance at events should be handled internally with your Budget Unit Manager.
- Health documentation and approval by the Risk Manager is not required if meals are eaten at off-campus restaurants.

### **WHEN ARE CHROME RIVER PRE-APPROVALS REQUIRED?**

- Overnight/international travel
- Official reception & entertainment (non-Chartwells)
  - Students are no longer required to make up 80% of the group composition; however, students must be present
- Sponsorships

### **WHEN IS A PURCHASE ORDER REQUIRED?**

- Payments for activities
  - Ziplining, escape rooms, etc.
- Payments for transportation
  - Buses for student trips



**A&F POLICIES & PROCEDURES ARE CURRENTLY UNDER REVIEW**



**THANK YOU** to the Faculty Senate Taskforce on Funding Accessibility and Purchasing for your review and recommendations. The University community's feedback is important to us!

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