



## Revised Financial Approval Authority to Affect Most Workday Users

As of April 18, Procurement has revised the Financial Approval Authority for Workday requisitions. For most companies, the requisition approval threshold has been changed to \$500. Requisitions valued at less than \$500 will no longer need approval. Some companies have opted out of this change, and have chosen to require approval for all requisitions regardless of dollar value. These companies include 011, 024, 030, 060, and 070. Companies who have opted-in for the \$500 threshold are still responsible for all charges and reconciliation. Please see the chart below for further clarification:

### Financial Approval Authority - Operating Expense and Capital (non-SMH/MFG)

Workday Role-->	Purchase Requisitioner	UR FAO Manager	Cost Center Manager	Company Financial Approver	SMH CFO	University CFO URMC CFO	President
010 Central Administration	\$0-499	\$500-\$99,999	\$100,000-\$249,999	\$250,000-\$999,999		\$1M-\$10M	>\$10M
011 UR Student Health Insurance Plan	\$0	\$0 - \$9,999	\$10,000-\$49,999	\$50,000-\$999,999		\$1M-\$10M	>\$10M
020 River Campus Colleges	\$0-499	\$500-\$99,999	\$100,000-\$249,999	\$250,000-\$999,999		\$1M-\$10M	>\$10M
021 School of Arts and Sciences	\$0-499	\$500 - \$9,999	\$10,000-\$49,999	\$50,000-\$999,999		\$1M-\$10M	>\$10M
022 E Hajim School of Engineering	\$0-499	\$500 - \$9,999	\$10,000-\$49,999	\$50,000-\$999,999		\$1M-\$10M	>\$10M
023 W Simon Graduate School	\$0-499	\$500 - \$9,999	\$10,000-\$49,999	\$50,000-\$999,999		\$1M-\$10M	>\$10M
024 M Warner Graduate School	\$0	\$0 - \$9,999	\$10,000-\$49,999	\$50,000-\$999,999		\$1M-\$10M	>\$10M
030 Eastman School of Music	\$0	\$0 - \$9,999	\$10,000-\$49,999	\$50,000-\$999,999		\$1M-\$10M	>\$10M
040 School of Medicine and Dentistry	\$0-499	\$500-\$99,999	\$100,000-\$249,999	\$250,000-\$999,999		\$1M-\$10M	>\$10M
050 Strong Memorial Hospital	\$0-499	\$500-\$24,999	\$25,000-\$499,999	\$500,000-\$999,999	\$1M-\$3,999,999	\$4M-\$10M	>\$10M
060 School of Nursing	\$0	\$0 - \$9,999	\$10,000-\$49,999	\$50,000-\$999,999		\$1M-\$10M	>\$10M
070 Memorial Art Gallery	\$0	\$0 - \$9,999	\$10,000-\$49,999	\$50,000-\$999,999		\$1M-\$10M	>\$10M
080 University General	\$0-499	\$500 - \$9,999	\$10,000-\$49,999	\$50,000-\$999,999		\$1M-\$10M	>\$10M
090 Health Sciences	\$0-499	\$500-\$49,999	\$50,000-\$99,999	\$100,00-\$999,999		\$1M-\$10M	>\$10M
091 UR Medical Faculty Group	\$0-499	\$500-\$49,999	\$50,000-\$99,999	\$100,00-\$999,999		\$1M-\$10M	>\$10M
092 Eastman Institute for Oral Health	\$0-499	\$500-\$49,999	\$50,000-\$99,999	\$100,00-\$999,999		\$1M-\$10M	>\$10M

Note that this will **not** affect the approval threshold for Supplier Invoice Requests, as all SIRs require approval regardless of dollar value.

Please direct all questions to the P2P Service Center at 275-2012 or [Procurement\\_Service\\_Center@ur.rochester.edu](mailto:Procurement_Service_Center@ur.rochester.edu).

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