Design CEA - Automated Workflow Process
Monday, March 14, 2011

Automated Workflow Notes

* In the Fiscal Approval (BFO) step, the BFO of the Requester's Home Dept is inserted into the approval chain when the Requester's BFO is not already included in the Approval Process. This is needed for cases where a University Level Funding Source is selected.

** If total funding source amounts from sources other than Deferred Maintenance >= the threshold, the CEA is routed to the Board. In other words, a CEA can have Deferred Maintenance as one of the funding sources but still get routed to the Audit & Finance Committee.
New Construction CEA - Automated Workflow Process
Monday, March 14, 2011

Automated Workflow Notes
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* In the Fiscal Approval (BFO) step, the BFO of the Requester's Home Dept is inserted into the approval chain when the Requester's BFO is not already included in the Approval Process. This is needed for cases where a University Level Funding Source is selected.

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Equipment CEA - Automated Workflow Process
Monday, March 14, 2011

START
Creator enter CEA into system

Appendix – A
1. Approval
   Fiscal Approval (BFO) * by Funding Source
   Multiple Funding Sources may be used
   Approval by Routing Area
   Currently Elise Lindaman

2. Approval
   Budget Office (Central Reviewer) by Funding Source
   Approval by Routing Area
   Currently Gloria Riccobono
   Rock Rottler

3. Approval
   Grant Funding Source
   SPA Approval by Accountant Code
   Currently

4. Approval
   VP Operations
   Approves ALL CEA's funded by an Operations-owned Funding Source
   Currently Dick Reynolds

5. Approval
   Finance & Planning
   Currently Ann Hunt

6. Approval
   Executive VP
   Approves ALL CEA's funded by an Operations-owned Funding Source
   => $0.00
   Currently

7. Approval
   Audit & Finance Committee Approval
   => $1,000,000
   Except Deferred Maintenance Funding Source **
   Currently

FINAL STEP
General Accounting
Review New Project in PeopleSoft
Currently Elise Lindeman

Automated Workflow Notes
*
In the Fiscal Approval (BFO) step, the BFO of the Requester's Home Dept is inserted into the approval chain when the Requester's BFO is not already included in the Approval Process. This is needed for cases where a University Level Funding Source is selected.

**
If total funding source amounts from sources other than Deferred Maintenance => the threshold, the CEA is routed to the Board. In other words, a CEA can have Deferred Maintenance as one of the funding sources but still get routed to the Audit & Finance Committee.
Vehicles CEA - Automated Workflow Process
Monday, March 14, 2011

**Starting Point**: Creator enters CEA into system

1. Approval
   - Fiscal Approval (BFO) *
   - Approval by Funding Source
   - Multiple Funding Sources may be used
   - Approval by Routing Area

   **Fiscal Approval (BFO) * by Funding Source**
   - Budget Office (Central Reviewer) by Funding Source
   - Approval by Routing Area
   - Currently
   - Gloria Riccobono
   - Rock Rottler

2. Approval
   - Review
   - Facilities Campus Director
   - Currently
   - B = Steve Nasson
   - G = Joseph Chilton
   - M = Robert Reppucci

3. Approval
   - Review
   - SPA Managers
   - Currently
   - Kathy Young
   - Janet Martignetti

4. Approval
   - Approval
   - Executive VP
   - VP Operations
   - Approves ALL CEA funded by an Operations-owned Funding Source
   - Currently
   - Dick Reynolds

5. Approval
   - Approval
   - Audit & Finance Committee Approval
   - => $1,000,000
   - Except Deferred Maintenance Funding Source **
   - Currently
   - Angela Bombino

6. Approval
   - Approval
   - SPA Managers
   - Currently
   - Kathy Young
   - Janet Martignetti

7. Approval
   - Audit & Finance Committee Approval
   - => $1,000,000
   - Except Deferred Maintenance Funding Source **
   - Currently
   - Angela Bombino

**FINAL STEP**
- Review New Project in PeopleSoft
- Currently
- Elise Lindaman

**Automated Workflow Notes**

* In the Fiscal Approval (BFO) step, the BFO of the Requester's Home Dept is inserted into the approval chain when the Requester's BFO is not already included in the Approval Process. This is needed for cases where a University Level Funding Source is selected.

** If total funding source amounts from sources other than Deferred Maintenance => the threshold, the CEA is routed to the Board. In other words, a CEA can have Deferred Maintenance as one of the funding sources but still get routed to the Audit & Finance Committee.
**Computer Equipment/Software CEA - Automated Workflow Process**

*Monday, March 14, 2011*

1. **Approval**
   - Fiscal Approval (BFO) * by Funding Source
   - Multiple Funding Sources may be used
   - Approval by Routing Area

2. **Approval**
   - Budget Office (Central Reviewer) by Funding Source
   - Approval by Routing Area
   - Currently Gloria Riccobono
   - Rock Rottler

3. **Approval**
   - Grant Funding Source
   - SPA Approval by Accountant Code
   - Currently Dick Reynolds

4. **Approval**
   - VP Operations
   - Approves ALL CEAs funded by an Operations-owned Funding Source
   - Currently David Kahle

5. **Approval**
   - UIT Approval
   - Currently Deborah Nanni

6. **Approval**
   - VP Operations
   - Approves ALL CEAs funded by an Operations-owned Funding Source
   - Currently Patricia Campbell

7. **Approval**
   - Finance & Planning
   - Currently Ann Hunt

8. **Approval**
   - Audit & Finance Committee Approval => $1,000,000
   - Except Deferred Maintenance Funding Source **
   - Currently Angela Bombino

9. **Approval**
   - Audit & Finance Committee Approval => $1,000,000
   - Except Deferred Maintenance Funding Source **
   - Currently Elise Lindaman

**Automated Workflow Notes**

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