

University of Houston-Downtown

Approval Authority for Payment or Reimbursement Operational Procedures

1. All voucher requests must be signed by the authorized signatory for the PeopleSoft Cost Center to which the expenditures will be charged.
2. Outlined below are the lines of authority of expenditure vouchers should be a higher level of authority be required.

The voucher requests of:

- a. The President will be approved by the University of Houston System Chancellor, Senior Vice Chancellor or Vice Chancellor for Administration and Finance.
- b. The Vice Presidents will be approved by the President
- c. The Associate and Assistant Vice Presidents, the Deans of Colleges, Dean of Enrollment Management and Dean of Student Affairs, Executive Directors will be approved by the appropriate Vice President or the President.
- d. The Academic Department Chair will be approved by the appropriate Dean.
- e. All personnel not specifically listed will be approved in accordance with the unit's approval structure.