Wu-Buy Approval Process

Expectation Statement

One of WSU’s fundamental internal controls is the proper review and approval of transactions. Preparing or approving any part of a transaction is a significant responsibility. This document defines the responsibilities of individuals who spend WSU funds and who prepare and approve transactions.

Individuals who spend funds or who prepare or authorize expenditures on behalf of the University have a stewardship responsibility to ensure those transactions are reasonable, appropriate, and have a proper University business purpose. All requisitions must be prepared properly with adequate support and be reviewed and approved by designated individuals.

If a transaction has multiple approvers, every approver is accountable for the specific elements of the transaction that he or she approves, as outlined in the following description of roles and responsibilities.

Roles and Responsibilities

Approvers are responsible for the review of transactions submitted to them, making informed judgments about the reasonableness of those transactions, evidencing their authorization of those transactions by their approval (or rejection) in a timely manner.

All approvers are responsible for ensuring the transactions adhere to all applicable University, state, federal, or sponsoring agency regulations, policies, and procedures to the best of their knowledge. The spirit of the procurement policy is to ensure the application of fair, competitive, transparent, and value-based standards in every aspect of the procurement process.

Browser

The Browser role is assigned to those users who have the need to create purchases for goods and services but do not have the authority to make purchases using University funds based on the Banner Finance Fund/Org Authority.

Buyer

The Buyer role in Wu-Buy is assigned to those users who have the authority to make purchases using University funds based on the Banner Finance Fund/Org Authority. Initially, only individuals assigned the Requisitioner role in Banner were granted the Buyer role.

ITS (WSU & NIAR)

All computers, devices, and printers purchased by departments must be approved through Information Technology Services and adhere to University’s procurement criteria. Computer purchases made outside of these polices and standards, without proper approval, risk rejection of payment or reimbursement. All computer purchases must be through the State of Kansas approved State Contract vendors and conform to the standard set by Information Technology Services.

Budget Officer

It is the Budget Officer's responsibility to review and approve expenditures. All requisitions in Wu-Buy must be approved by the Budget Officer. Approval of requisitions indicates that University funds are being expended properly for goods and services appropriately relevant to university business. If this approval is delegated to another staff member, the named Budget Officer will retain responsibility for the transaction.

Research

It is the Research Grant Administrator’s responsibility to review and approve expenditures. Approval of transactions signifies that charges are allowable and allocable according to the award document, sponsor requirements, and the Office of Management and Budget (OMB) Uniform Guidance if applicable.

NRA

It is the Non-Resident Alien (NRA) approvers responsibility to approve expenditures in alignment with university, state, and federal NRA withholding regulations, policies, and procedures.

Accounts Payable

It is the Accounts Payable approvers responsibility to review and approve expenditures. Accounts Payable auditors will ensure the transactions are fully substantiated with the appropriate supporting attachments, and a documented business purpose description that clearly and completely explains the purchase and required approvals.

Federal Procurement

It is the Federal Procurement approvers responsibility to review and approve expenditures. The Federal Procurement approver will ensure that each federally funded transaction has been processed in accordance with the specific regulations as dictated by the funding source and is fully substantiated with the required order and justification attachments including but not limited to, mutually agreed upon terms and conditions, informal bid, formal procurement, or sole source forms, and flow down information.

Purchasing

It is the Purchasing approvers responsibility to review and approve expenditures. The Purchasing approver will ensure that each transaction is fully substantiated with the required order and justification attachments including but not limited to, quotes, standard terms and conditions, mutually agreed upon terms and conditions, informal bid, formal procurement, or sole source forms, and applicable exception documentation.