

# Oto-HNS Finance Workflow Update



DEPARTMENT OF OTOLARYNGOLOGY - HNS

December 1, 2021

# Policy and Process Overview by Spend Type

		Travel	Purchasing	Reimbursements
UW Policy		<a href="#">Policy Index   Travel Services (uw.edu)</a>	<a href="#">How to Buy   Procurement Services (uw.edu)</a> Meetings/events require <a href="#">food pre-approval</a>	<a href="#">Reimbursements   Procurement Services (uw.edu)</a> **This should be the last payment option. Meetings/events require <a href="#">food pre-approval</a>
Department Requirements		<ul style="list-style-type: none"> <li>Travel must be pre-approved in alignment with <a href="#">Approvals   Travel Services (uw.edu)</a></li> <li>Email pre-approval requests to <a href="mailto:otofin@uw.edu">otofin@uw.edu</a></li> <li>Department procedure <a href="#">HERE</a></li> </ul>	<ul style="list-style-type: none"> <li>Leverage Central purchasing SME</li> <li>Discretionary budget spending require Vice-Chair pre-approval</li> <li>Approver must have signature authority limits</li> <li>Submit requests via Fiscal Work-in-Progress: <a href="#">Purchase Requests folder</a></li> <li>Department procedure <a href="#">HERE</a></li> </ul>	<ul style="list-style-type: none"> <li>Registration and membership fees requiring faculty user name and password are allowed to be submitted as eReimbursements</li> <li>Department procedure update COMING SOON</li> </ul>
Pre-Approval	Budget approval (signatory approval)	<ul style="list-style-type: none"> <li>Pre-approval email required</li> </ul>	<ul style="list-style-type: none"> <li>For Grant &amp; Gift budgets, obtain PI or other signatory pre-approval</li> <li>Discretionary budget spending require Vice-Chair pre-approval</li> <li>Meetings/events require Vice-Chair pre-approval</li> </ul>	<ul style="list-style-type: none"> <li>Faculty Development/Start-up Funds require budget validation</li> <li>For Grant &amp; Gift budgets, obtain PI or other signatory pre-approval</li> <li>Meetings/events require Vice-Chair pre-approval</li> </ul>
	Documentation	<ul style="list-style-type: none"> <li>PTRF</li> </ul>	<ul style="list-style-type: none"> <li>Purchase Request form</li> <li>Quote, etc.</li> <li>Food approval form</li> </ul>	<ul style="list-style-type: none"> <li>Receipt, proof of registration, etc.</li> <li>Food approval form</li> </ul>
Final Approval	Approval	<ul style="list-style-type: none"> <li>Approval through Ariba</li> </ul>	<ul style="list-style-type: none"> <li>Approval through Ariba</li> </ul>	<ul style="list-style-type: none"> <li>Approval through Ariba</li> </ul>
	Documentation	<ul style="list-style-type: none"> <li>Pre-approval email</li> <li>PTRF</li> <li>Receipts</li> <li>Agenda/ Itinerary</li> </ul>	<ul style="list-style-type: none"> <li>Pre-approval email (where required)</li> <li>Purchase Request Form</li> <li>Invoice, receipt, quote, membership form, conference registration, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Pre-approval email (where required)</li> <li>Invoice, receipt, quote, membership form, conference registration, etc.</li> </ul>

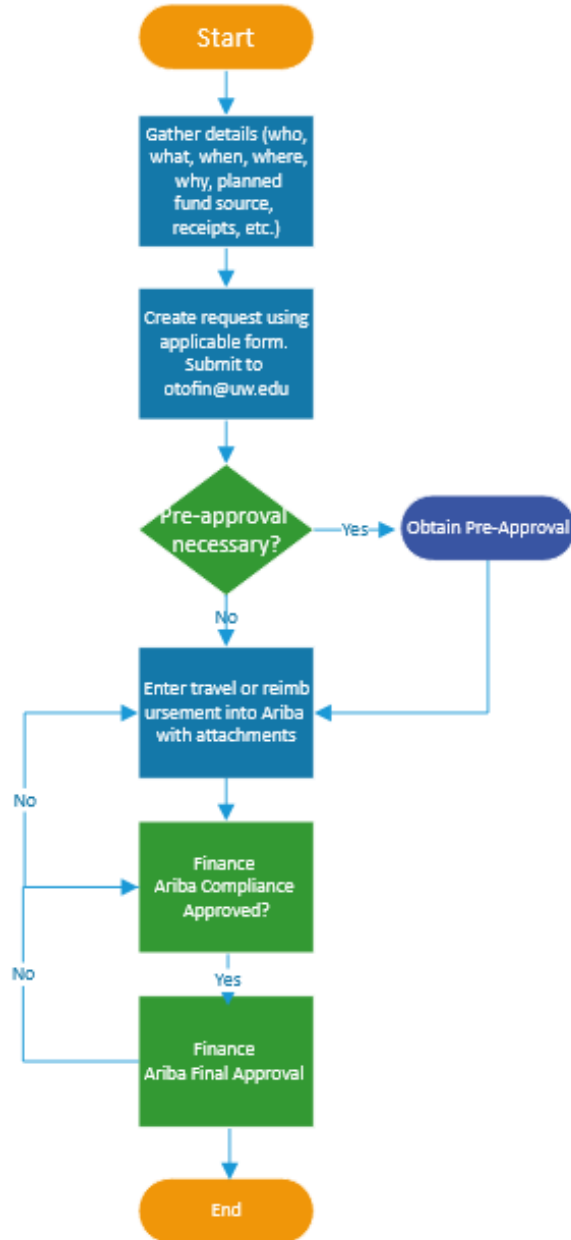
**We are using Ariba as our system of record. All documentation must be saved in Ariba attached to the related transaction**

# Signature Authority

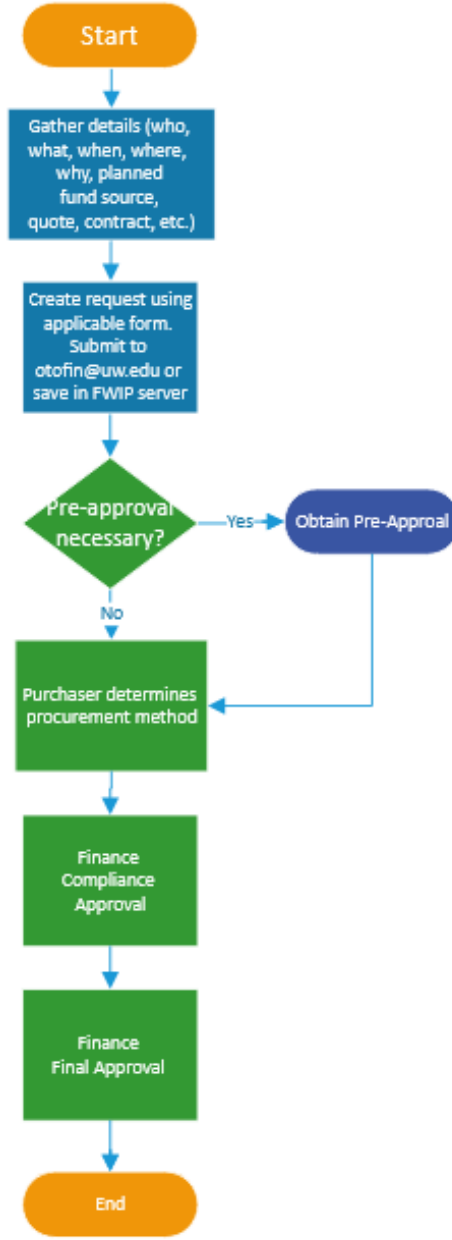
	Signature Authority
UW Policy	<a href="#">APS 52.1, Procurement of Goods and Services (washington.edu)</a> <a href="#">Microsoft Word - 2.10SignatureAuthority.docx (uw.edu)</a> All purchases, travel, and reimbursements require approval by someone with authority for that budget.
Department Requirements	<ul style="list-style-type: none"><li>• Signature authority may be delegated by the budget owner; a signed delegation of authority form is required</li><li>• Activity on department budgets can only be approved by Grace, Michelle, or Dr. Futran</li><li>• Department procedure <a href="#">HERE</a></li></ul>

- Key Things to Remember:
  - A copy of the signature authority list will be saved in Fiscal Work in Progress for visibility
  - Determine who has signature authority for the budget
    - Resident dept. expenses – obtain pre-approval by Resident Director and dept. approver via email
    - Grant/Gift budgets - obtain PI or other signatory pre-approval via email
    - Department discretionary budget spending require Vice-Chair’s pre-approval
    - Meetings/events with food require Vice Chair’s pre-approval
  - When in doubt, contact Finance [otofin@uw.edu](mailto:otofin@uw.edu) for assistance

## Travel/Reimbursement Workflow



## Purchasing Workflow



**All pre-approval requests** must come with the following information:

- **Who** – who is requesting this?
- **What** – what is being requested/purchased?
- **When** – When is this going to occur, needing to be delivered, etc?
- **Where** – Where is this happening, where does it need to be delivered, where is the purchase being made, etc.?
- **Why** – what is the business purpose, what benefit does this bring to the department/project/grant?



# QUESTIONS?



# Food Approval Form



UNIVERSITY OF WASHINGTON

## FOOD AND BEVERAGES FOR MEETING, TRAINING SESSIONS AND RECOGNITION AWARDS CEREMONIES

FINANCIAL SERVICES

Complete this form and obtain approval before meals or light refreshments are to be served at a university meeting, formal training session, or formal recognition event. Please use object code 03-75 on payment documents. This form should be completed and approved prior to the event. For additional guidance, please refer to the Policy for the Purchase of Meals and/or Light Refreshments issued by the Executive Vice President on May 1, 2000.

Event Date

mo.

dy.

yr.

Event Title

Purpose of Event

- Meeting (Official UW business will be conducted; meals/light refreshments are integral to the event.)
- Training (Official UW business will be conducted; meals/light refreshments are integral to the event.)
- Recognition (Light refreshments are integral to recognition of UW employees/students.)

Sponsoring Department

Budget Number

Location: [food.policy.cdr \(uw.edu\)](http://food.policy.cdr.uw.edu)

# List of Attendees Form

University of Washington  
 Department of Otolaryngology

## List of Attendees

	<b>Name of Event</b>			
	<b>Date of Event</b>			
#	Attendee Names	UW	Non-UW (not on UW payroll)	<i>If non-UW, what is their association and reason for attendance at the meeting?</i>
1				
2				
3				

Location: <\\oto-sphenoid.oto.washington.edu\Fiscal Work In-Progress\TEMPLATES - for fiscal requests\TEMPLATE - Oto Attendees Form - Food.xlsx>

# Signature Authority Form

Otolaryngology/Head and Neck Surgery  
University of Washington School of Medicine

Authorization to Initiate/Approve Acquisition of Goods and/or Services

Return to Fiscal Team Box 356515

Name:

Budget #

Budget Name

This individual is authorized to initiate purchase orders from outside vendors as well as internal University goods and service providers.

Purchases		
\$200.00	\$500.00	* \$
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Location: <\\oto-sphenoid.oto.washington.edu\Fiscal Work In-Progress\TEMPLATES - for fiscal requests>