Improvement to Decentralized Approval Process

In April of 2012, Accounts Payable offered a second method for confirming receipt of goods or services by offering a decentralized approval process in cases when BOTH the purchase order and the invoice were less than $2,000.

Based on positive feedback with this process over the last 18 months, Accounts Payable will be expanding this program to allow decentralized approval in cases where an invoice is below $2,000 AND the total purchase order value is greater than $2,000. This change will take place on March 3, 2014.

The expansion of this program will create the following mechanisms for receipt of an invoice:

1. **Invoice and Purchase Order below $2,000**
   - *The invoice approval process will not change,* operating units will approve these invoices via eVA or through the decentralized approval process.

2. **Invoice below $2,000 and Purchase Order above $2,000**
   - Operating units will receive via decentralized approval.

3. **Invoice above $2,000**
   - *The invoice approval process will not change,* operating units will continue to be asked to approve these invoices via email.

If you have any questions regarding this change, please contact Accounts Payable at x2580.