Submit a form. Indicate a Cardholder (or self), Approver and Finance Liaison

Submit form for self?

Card Holder

Receive email notification if department submits form on his/her behalf. Review and approve the form.

Review and approve form

Conditional Routing
(1) Liaison: changes in supervisor/approver or default/new fund/org.
(2) OSP: change in default fund/org begins with “2”

Review and approve form

Review and approve form

Review and approve form

Ready to Process?

End

If Form is rejected at any stage, it is sent back through approval chain.