Approval Workflow
**Most Common**

- AP Check Request Submitter (position based)
- Depart. Designee (position based)
- Funding Source (person based – master data/position based – org. unit)
- Accounts Payable

-OR-

- Supervisor (position based)

- Most requests will require two approvals – departmental and funding source.
- The departmental approval will be based on the organizational unit of the submitters (or the “on behalf of” field if used).
- Funding source approval is tied to information populated in master data or on the organizational unit (DUHS).