

COLUMBIA UNIVERSITY

IN THE CITY OF NEW YORK

SCHOOL OF PROFESSIONAL STUDIES

Expenditures Approval Policy

Effective Date: April 10, 2017

I. Policy Statement

The School of Professional Studies (SPS) has developed this expenditure approval policy to govern all expenditures to a single person, vendor, or entity that exceed \$2500 per transaction for all expenses with the exception of instructional personnel salaries (including all new appointments) for which the threshold is \$1,000.

II. Reason(s) for the Policy

The reason for the policy is to enhance tracking and management of school expenditures, including those which are personnel-related.

III. Primary Guidance to Which This Policy Responds

None.

IV. Revision History

April 10th, 2017.

V. Who is Governed by This Policy

All employees and affiliates of SPS, including full-time, part-time and casual support staff, officers, and faculty.

VI. Who Should Know This Policy

All employees and affiliates of SPS, including full-time, part-time and casual support staff, officers, and faculty.

VII. Exclusions & Special Situations

None.

VIII. Policy Text

An SPS staff, officer, faculty member, or affiliate must submit a proposed non-salary related expense or obligation of SPS funds for prior business approval to the SPS Expenditure Approval Form if the expense/obligation would exceed:

- \$2500 per transaction

Proposed expenditures and obligations of funds covered by this policy include, but are not limited to:

- Purchase of goods and services
- Entering into purchase orders, contracts, or agreements for the purchase of goods and services (including consulting arrangements and space rentals)
- Travel expenditures
- Those that involve chargebacks to or the billing of SPS by other schools or units of the University (including central University units).

Instructional and Administrative Personnel: Instructional and administrative personnel actions that have financial implications (including initial hiring, salary increases, additional compensation, promotions, and reimbursement of flexible work arrangement expenses) should be submitted directly to Faculty Affairs and Human Resources, respectively.

- For instructional personnel, this includes all new appointments and for returning or full-time appointments, any financial variance greater than \$1,000.
- All administrative personnel actions need to be submitted for approval to spsshr@columbia.edu. Please note that, during this period of organizational review, all new offers for all positions will require review and approval by the Dean's Office prior to being made.
- All instructional and administrative personnel changes must undergo compliance and budgetary checks by SPS Faculty Affairs and SPS HR as part of the submission.

Proposed expenditures/obligations should be submitted electronically for approval at least two weeks before they are incurred.

Approval Process: Please submit expenditure and personnel action requests by Friday at 12pm for approval review the following week

Procedures for the submission process are outlined on the SPS-Finance Zendesk web portal at <https://sps-finance.zendesk.com/hc/en-us> and submissions for approval can be made through this site: <https://inside.ce.columbia.edu/fp/?q=expenseauthorization>.

All requested funds must be approved by the responsible budget owner and be in-line with University purchasing and human resource policies prior to submission for approval. Expenditures, subject to this policy, will not be processed without pre-approval. Policy checks will continue to be performed by the SPS Finance Team as part of their processes.

If a transaction is not approved, the SPS staff, officer, faculty member, or affiliate making the submission may not move forward with incurring the expenditure of, or obligating, SPS funds.

IX. Responsibilities

All SPS employees and affiliates are required to submit proposed expenditures/obligations of SPS funds that exceed the \$2500 threshold for prior business approval. The SPS Finance Team will ensure compliance by making sure there is documentation of approval for expenditures/obligations falling under this policy when processing invoices, purchase orders, and expense reports. The SPS Human Resources Team and Faculty Affairs Team will ensure compliance by making sure there is documentation of approval for expenditures/obligations falling under this policy when processing new hire salaries, salary increases, and additional compensation.

X. Definitions

None.

XI. Contacts

Questions about the text of the policy may be directed to Marsha Yuan, Associate Dean, Finance and Strategy, at my177@columbia.edu. Questions about procedures, including the online submission process, may be directed to the SPS Finance Team at sps-finance@columbia.edu.

XII. Cross References to Related Policies

This SPS Expenditures Approval Policy supplements, but does not supplant, the University Business Expense Policy, Travel Expense Policy, and reviews and procedures concerning reimbursement by SPS Finance (all are available here: <https://finance.columbia.edu/content/travel-and-business-expense-info>)

Additionally, new hire salaries, salary increases, and additional compensation must comply with relevant Columbia University policies (all available here: <http://hr.columbia.edu/policies/search>).

XIII. Web Address

<https://inside.ce.columbia.edu/fp/?q=finance>