



WyoCloud Financial Management Procedure:

Change in Cost Center Approvers

Purpose & Definition:

To outline the process of requesting to change a Cost Center Approver for an area. Reasons necessitating a change include but are not limited to:

- Change due to retirement/resignation of current Cost Center Approver
- Temporary change due to extended leave of absence
- Supervisor request to change Cost Center Approver

A Cost Center Approver is an employee within a unit who is responsible for approving a unit's expenditures including expense reports, requisitions, contracts, and non-PO invoices. Cost Center Approvers approve all of these expenditures. In the event an expenditure is beyond \$100,000, the expenditure is also routed to additional levels of approvals.

A unit's Cost Center Approvers can be found on the [Chart of Accounts website](#). Given that these employees carry out an important function at the University, it is critical they understand the financial responsibility that comes along with their role. Thus, the process for changing a Cost Center Approver and the steps associated with it are outlined and governed within this Standard Operating Procedure.

Procedure:

1. Submit a request to change a cost center approver to wyocloud@uwyo.edu
Include in this request the following information:
 - A justification as to why this change is being requested (i.e. due to retirement, need for additional cost center approver to manage workload, etc.)
 - The name of the new Cost Center Approver and which units they would cover.
 - Written approval to make this transition from the following employees:
 - Unit supervisor (i.e. Dean, Director)
 - Current Cost Center Approver
 - New Cost Center Approver
2. The WyoCloud team will review the proposed change and approval to ensure documentation is correct, and escalate to the Associate Vice President for Financial Affairs for final approval. The WyoCloud team reserves the right to seek additional written approval of changes beyond the list above. For example, for a Cost Center Approver change within academic affairs may also be escalated to the Executive Director of Budget and Planning.

3. Once the change has been approved, the new Cost Center Approver will need to complete the following training before they are changed in the system to become the new Cost Center Approver.
 - P-Card Training
 - Cost Center Approver Training
4. Once the new cost Center Approver has completed this training, it is their responsibility to email proof of training completion to wyocloud@uwyo.edu
5. Once proof of training has been provided, the new Cost Center Approver will be added in WyoCloud Financial Management and notified via wyocloud@uwyo.edu