



Processes and Procedures

Change Request for Cost Center Approver

TYPE	Process
ID	WYOPNP-2
Title	Change Request - Cost Center Approver
Version	2.0
Status	Published
Release Date	2024-08-01
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Purpose:

The document outlines requests related to changing Cost Center Approvers.

A Cost Center Approver (CCA) is an employee within an organization/department who is responsible for approving expenditures including expense reports, expenditure corrections, requisitions, costing, and non-PO invoices. Given these employees perform an important function at the University of Wyoming, it is critical they understand the fiscal responsibility that comes along with their role.

Reasons for request a change include but are not limited to:

- Employment changes due to retirement/resignation
- Temporary change due to an extended leave of absence
- Reorganization of responsibilities and roles

Scope:

Requests can be submitted by or on behalf of the employee overseeing the organization/department such as the Dean or Director.

Summary:

Cost Center Approvers approve all financial expenditures. In the event an expenditure is beyond \$100,000, the expenditure will be routed to additional levels of approvals. Cost Center Approvers information can be found on the [WyoCloud Cost Center Approvers](#) webpage.

A Service Request ticket must be submitted to start the change request process.

Details:

Part I: UW Campus User Submits [Service Request](#)

Change Cost Center Approver Request

1. Title *
 - a. Enter: Change to CCA



Processes and Procedures

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2. Requestor *
 - a. Defaults to user
3. Acct/Dept *
 - a. Defaults to Department of the Requestor
4. Request Type *
 - a. Select: Request for Update
5. Update Type *
 - a. Select: Change to Cost Center Approver
6. Organization Code * ([Chart of Accounts](#): Segment 5 - [Organizations](#))
 - a. Example: Org 21003; Org 21001
7. Reason for Change *
 - a. Reorganization
 - b. Resignation/Retirement
 - c. Temporary Change
 - d. Other
8. Requested New Approver Email Address and Full Name *
 - a. Example: jcowboy@uwyo.edu - Joseph Cowboy
9. Requested New Approver Title *
 - a. Example: Business Manager, Accountant
10. Requested Effective Start Date *
11. Requested Effective End Date for Temporary Changes
12. Select the Submit button to complete request

Part II: Review/Approval/Change Process

1. Request is received by the WyoCloud Systems & Support Team
 - a. The request is reviewed to ensure information is correct
 - b. The request is then routed for approval
2. Request is reviewed and approved/rejected by the VP over the cost center/organization
 - a. The VP over the cost center/organization will need to update the service request ticket indicating the outcome (approve/reject/other) by replying to the service ticket email
 - b. The VP of Budget & Finance is notified of the request
3. The service request ticket is updated to notify the requestor of the outcome
4. If approved
 - a. The WyoCloud support tech will verify the completion of the training
 - i. If not completed, a request will be sent to the WyoCloud Learning Administrator to assign the training
 - ii. The new CCA will complete assigned training
 - b. The requestor will need to update the service request ticket indicating the training is complete and include the date the training was completed by replying to the service ticket email
 - c. The WyoCloud support tech will verify the completion of the training
 - d. The change is completed in WyoCloud

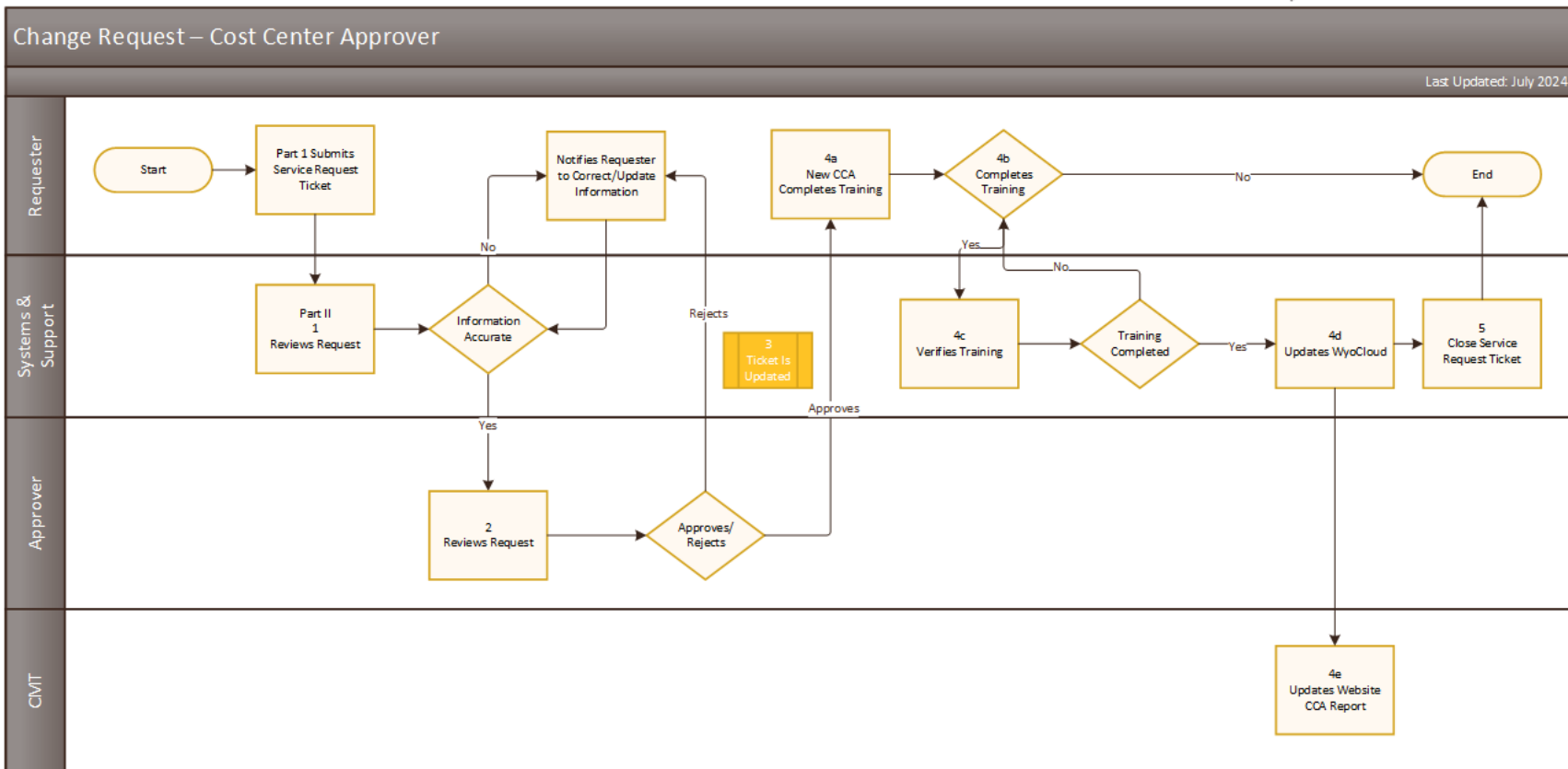


Processes and Procedures

Change Request for Cost Center Approver

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- e. The Cost Center Approvers - Approval Hierarchy report is updated on both the [Chart of Accounts](#) and [Cost Center Approvers](#) webpages
 5. The service request ticket is closed

Diagram:



Notes:

Approver: Vice President of the requestor's division

CMT: WyoCloud Content Manager & Training Analyst