| TYPE | Process |
|---|---|
| ID | WYOPNP-2 |
| Title | Change Request - Cost Center Approver |
| Version | 1.0 |
| Status | Published |
| Release Date | 2022-11-01 |
| Author | Meredith Bickell, Senior Director of Systems & Business Optimization |

**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 carry out an important function at the University of Wyoming, it is critical they understand the financial responsibility that comes along with their role.

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

- Employment change 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 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**:

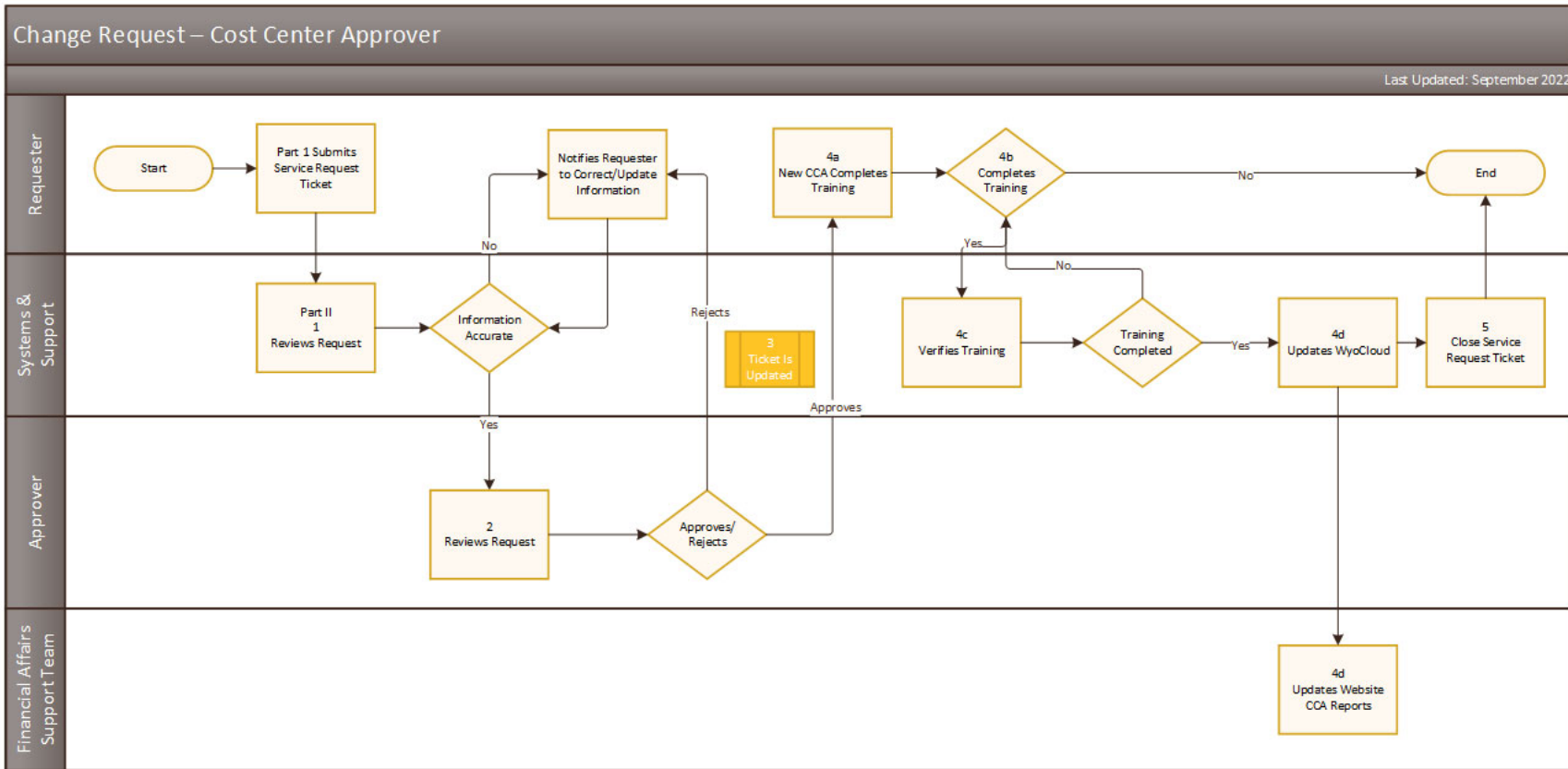Part I: UW Campus User Submits Service Request

Change Cost Center Approver Request

1. Requestor* (Dean/Director)
    a. Defaults to user
2. Department of the Requestor*

a. Defaults to Department of the Requestor
3. Person Submitting this Request*
4. Organization Code* (Chart of Accounts: Segment 5 - Organizations)
   a. Example: Org 21003; Org 21001
5. Reason for Change*
   a. Reorganization
   b. Resignation/Retirement
   c. Temporary Change
   d. Other
6. Requested New Approver Email Address and Full Name*
   a. Example: jcowboy@uwyo.edu – Joseph Cowboy
7. Requested New Approver Title*
   a. Example: Business Manager, Accountant
8. Requested Effective Start Date*
9. Requested Effective End Date for Temporary Changes


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 internal approval
2. Request is reviewed and approved/rejected by the Vice President of Budget & Finance
3. The service request ticket is updated to notify the requestor of the outcome
4. If approved
   a. The new CCA will need to complete the following training:
      i. P-Card Training
      ii. Cost Center Approver 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 within WyoCloud
   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

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**Diagram:**



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### Change Request – Cost Center Approver

Last Updated: September 2022

**Requester**

Start → Part 1 Submits Service Request Ticket

Notifies Requester to Correct/Update Information

4a New CCA Completes Training → 4b Completes Training → No → End

**Systems & Support**

Part II 1 Reviews Request → Information Accurate — No

3 Ticket Is Updated

4c Verifies Training → Training Completed → Yes → 4d Updates WyoCloud → 5 Close Service Request Ticket

Rejects

**Approver**

2 Reviews Request → Approves/Rejects — Approves

**Financial Affairs Support Team**

4d Updates Website CCA Reports

**Note:** Approver is the Vice President of Budget & Finance