


| | |
|---|-------------------------------------|
| UT Health Science Center: F10150-H Approvals | |
| Version 1 | Publication Date: 05/26/2022 |

| | | |
|---|--|---|
| No./Title: F150 – Approvals | Resp. Office: FINANCE | Effective Date: 07/01/2016 |
| Category: Accounting | Last Review: 12/18/2018 | Next Review: 07/24/2021 |
| Contact: Mike Ebbs, Associate Vice Chancellor |  901.448.5523 |  mebbs@uthsc.edu |
| Related Policies: Fiscal Policy F10150 - Approvals | | |

PURPOSE

University **Fiscal Policy F10150 - Approvals** outlines the guidelines to be followed in authorizing approvals for financial and human resources transactions. This policy should be utilized as the official reference with the exception of or in addition to the notations below which are specific to the HSC.

APPROVAL PROCEDURE

At the HSC the Chief Business Officer must be notified by each department of individuals who have approval authority by one of the following:

1. IRIS User ID/Request Changes Form
2. Electronic mail
3. Written communication