

**When is
additional
approval
required?**

When Additional Approval is Required:

Vice President's Approval

- ❖ Services from an external vendor that are already offered at NMU
 - Ex: Printing services, signs, equipment rentals for equipment already owned by NMU etc.
- ❖ Funeral flowers
- ❖ Passport fees or TSA pre-enrollment fees
- ❖ Business Entertainment Expenses during travel that do not include a university guest (students are considered guests)
- ❖ **Expenses related to any on-campus or near-campus office get-togethers for employees**
 - Approval may be granted if the purpose of the event is to recognize an employee(s), for planning purposes, or staff training



President's Approval

(send an email to the President's Office at nmupres@nmu.edu)

*If your department does not have a VP or the VP is unavailable to approve the expense request

Org Code Owner's Approval

All expenses are required to be approved by the org code owner first.

Documentation requirement: You will need to attach an email to the report from the approver

Any questions?

reach out to
Vendor Payables
at venpay@nmu.edu
or ext 2339