

Journal Entry Approval Policy

1) Department Approval of Journal Entries:

Prior to submitting the Journal Entry to the Office of Financial Management for processing, the Journal Entry must be approved by the supervisor of the individual preparing the journal entry.

2) Financial Management Approval of Journal Entries:

Journal Entries may be approved by the Deputy Controller, Controller, or Chief Financial Officer based on the following transaction dollar amounts:

Entry Amount Range	Authorized Approver
0-\$10,000	Deputy Controller
\$10,001-\$50,000	Controller
>\$50,000	Chief Financial Officer