Dept staff/account • Submits Concur request. • Routing for approvals depends on their home dept and account number • Once submitted by a Pharm employee it will route to Kristina for 1st review. Reviewer-Kristina • Checking to make sure University policies and documentation are included • All grant related requests go to the Grants managers assigned to that PI • Review to make sure the request is compliant for the funding Adrian, Laurie or Tim) grant • LN reviews que weekly Supplemental Approver (Linda/Adrian/PSOM) • Required for all Expenses over \$500 • They will make sure all approvals are in order and submit for payment