

Project Approval

Roles: Approver
 Project Status: Planning

There are three levels of review and approval:

1. Campus Approvers
2. UOCP&RES Approver
3. BOT Approver

Approve the Project	
Step	Task
1.	Click the link within the email notification and login to FCPWeb.
2.	Select the Project No. link.
3.	Click the right arrow next to each section to review the project information for: <ul style="list-style-type: none"> • Funding Accounts • Charge Accounts • Project Budget • Project Schedule • Other Data • Approval History • Approval Notes
4.	Click the Approve command button.

Delegate Approvals Authority	
Step	Task
1.	On the Dashboard, land on Configuration from the menu bar.
2.	Click Edit My user Profile .
3.	Click the radio button next to I would like to delegate my approval responsibilities to:
4.	Click the drop-down and select the Delegate.
5.	Enter the Start Date ; enter the End Date .
6.	Click the Save Changes command button.

Additional Information:

- Projects => \$5 million require Board of Trustees approval.
- FCPWeb approvals must be completed prior to submitting an item for BOT approval.
- No expenditures are authorized until final approval is received.