Expenditure Freeze Exemption Approval Flow Chart at the VP Office Level

Funding Source:
- Purchases made on: Hospital/HIFR LISVH Sponsored Research
- State Purpose General IFR DIFR SUTRA IDC (Includes any purchases split funded with one of these categories)

Thresholds:
- Under $2,499
- $2,500 – 24,999
- $25,000 and above

Approvals Required Before Submission to Procurement:
- Requires VP approval

Review and Determination:
- Req assigned to VP or designee, for approval to Procurement
- Expenditure Freeze Exemption Form attached to the requisition in Wolfmart to be reviewed by SET
- Area will be notified
- Approved
- Approved with Conditions: Area will be notified and req will be processed with modifications
- Denied
- Add’l Questions: Add’l question responses submitted
- Requisition processed in Wolfmart (with modifications as necessary)
- Requisition returned

Communication to Procurement through Wolfmart:
- Normal workflow

Date Modified: 5/6/2020