Non-Salary Expenditure Restriction 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 $50,000
- Contract Renewal

**Approvals Required Before Submission to Procurement**
- Budgeted $50,000+
- Requires VP approval

**Review and Determination**
- Requires VP approval to Procurement
  - Req assigned to VP or designee, for approval to Procurement
  - Expenditure Restriction Exemption Form attached to the requisition in Wolfmart to be reviewed by SET
  - Approved
  - Area will be notified
  - Approved with Conditions
  - Area will be notified and req will be processed with modifications
  - Denied
  - Add'l Questions
  - Add'l question responses submitted

**Communication to Procurement through Wolfmart**
- Normal workflow
  - Requisition processed in Wolfmart (with modifications as necessary)
  - Hold for Annual SBET Process

**Date Modified:** 1/1/2022