

Cost Center Manager

QUICK TAKE: Cost Center Manager

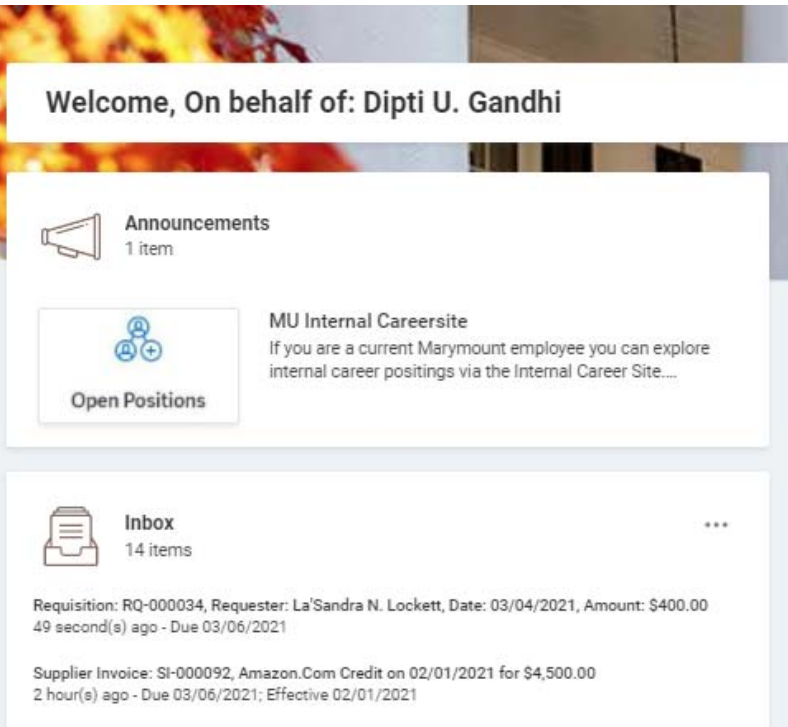
Cost Center Managers

- Cost Center Managers will approve, Supplier Request, Supplier Invoice Request, Requisitions, Expense Reports in Workday.
- Notification for approval will show in Workday Inbox and Email
- Cost Center Managers will have the option to Approve, Send Back to Requestor and Assign Another Approver(if needed)

Cost Center Manager Approval

- The Cost Center Manager will see the request for approval in their Workday Inbox and receive an E-mail
- Effective 07/01/21 New Approval Limits have been established

Up to 10,000	10,001-24,999	25,000-249,999
<ul style="list-style-type: none"> • Cost Center Manager Level ONE (Manager) 	<ul style="list-style-type: none"> • Cost Center Manager Level TWO (Dean, Director, AVP) 	<ul style="list-style-type: none"> • Cost Center Manager Level THREE (VP)



Cost Center Manager Approval

The Cost Center Manager cannot make any changes to any request.
 If there are changes needed, Cost Center Manager can send back to Requestor for changes.
 The Cost Center Manager can add an additional approval if needed.

Review

Requisition: RQ-000034, Requester: La'Sandra N. Lockett, Date: 03/04/2021, Amount: \$400.00 [View](#)
1 minute ago • Due 03/06/2021

For: RQ-000034
 Overall Process: Requisition: RQ-000034, Requester: La'Sandra N. Lockett, Date: 03/04/2021, Amount: \$400.00
 Overall Status: In Progress
 Due Date: 03/11/2021

Details to Review

> Shipping Address

> Information

> Goods

1 item

Line	Image	Item	Quantity	Unit of Measure	Unit Cost	Extended Amount	Deliver-To	Ship-To Address	Ship-To Contact	Requested Delivery Date	*Supplier	Fulfillment Source	RFQ Required	Name	*Fund	*Cost Center
01		Item <small>Item Description Supplier Spent Category Supplier</small>	Requested 1	Each	50.00	50.00	Main Campus	2307 N. Glebe Rd. Arlington, VA 22207 United States of America	La'Sandra N. Lockett		Shawin Williams Co	Purchase Order	<input type="checkbox"/>		10 Operating	470000 Business Office

> Services

1 item

Line	Image	Item	Amount	Date	Deliver-To	Ship-To Address	Ship-To Contact	*Supplier	Fulfillment Source	RFQ Required	Name	*Fund	*Cost Center	Start
01		Item <small>Description Cleaning Spent Category Building Maint/Interior/Other</small>	Requested 150.00 Ordered 0.00	Start Date End Date	Main Campus	2307 N. Glebe Rd. Arlington, VA 22207 United States of America	La'Sandra N. Lockett	Bedwin, Inc. & Affiliates		<input type="checkbox"/>		10 Operating	470000 Business Office	

Approve
Send Back
Add Approvers
...