

Business Office Checklist for New Director

05/07/2015

- Delegation of Approval Authority Letter** <http://cfaesfinance.osu.edu/forms>
This form is *required*. Please follow the above link or navigate to the “Forms” page of the Business Office website to view the letter and review the instructions. By signing and returning this form you are delegated the authority to receive approval access for various transactions on behalf of your office. Please return page 2 of this letter with your signature to Rachel Schrock in the Business Office.
- eRequest Approver Access (Financial Systems Access Form)**
<http://cfaesfinance.osu.edu/forms>
This form is *required*. Please follow the above link or navigate to the “Forms” page of the Business Office website to access this webform. On this form you will note that there are five (5) online courses that must be taken in order for you to be able to approve transactions for your unit. You need to take these courses within your first two weeks as Unit Director. Once completed you should select to add access to: PeopleSoft, eReports, eRequest Approver and eRequestor. eRequest has replaced the need for many paper forms, and this will give you the ability to approve purchase requests, reimbursements and payments.
- Local Checking Account Signatory**
Please contact your local bank to remove the previous County Director and add yourself as signatory on your local checking account. You should also take a moment to familiarize yourself with the local checking account policies and restrictions. <http://cfaesfinance.osu.edu/training/procurement/checking-accounts-extension-only>
- Purchasing Card**
There are no forms to update; however, if your office has a purchasing card you should take a few minutes to familiarize yourself with the purchasing card policies and restrictions.
<http://cfaesfinance.osu.edu/training/procurement/purchasing-card>
- Additional Resources**
For additional help in your Role as a new director, please navigate to the training section on the Business Office website. <http://cfaesfinance.osu.edu/training>

If you have any questions regarding these forms please contact Jesse Buxton (buxton.26@osu.edu)



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