

Special Approvals

The following approvals are needed in order to process transactions. Please obtain appropriate approvals, either via an attachment to or as an Ad Hoc on the eRequest or eTravel system.

Approval Item	Person Approving	Process
Alcohol (for serving or consumption)	Brian McClain	Mcclain.112@osu.edu or cfaesbusiness@osu.edu Alcohol Authorization form at legal.osu.edu
Payroll tax issues for employee gifts	Cindy Buxton	Buxton.65@osu.edu or cfaesbusiness@osu.edu
Branding and for-sale items	FAES, OSU Brand, and Trademark and Licensing	See the Promotional Items Guide for Instructions
Information technology purchases (computers, software, online storage)	FAES information technology representative	http://itservices.FAES.ohio-state.edu/people
Renovations impacting the structure of a building (floor, ceiling, walls)	Facilities Operations and Development	FOD needs to determine whether or not they need to manage the project. If they do not need to, save the email from them indicating this for attachment to the eRequest. Faye Bodyke bodyke.3@osu.edu
For the dean	Office of Academic Affairs Gretchen Gombos	Admin-OAA.Approval@osu.edu eRequest and eTravel approval can be done by using the Ad Hoc and adding Gretchen Gombos
Faculty leave or travel over 10 days	Office of Academic Affairs	Admin-FacultyAffairs@osu.edu
Direct reports to the dean	Graham Cochran	FAESdean@osu.edu or cochran.99@osu.edu
Staff appreciation items initiated by direct reports to the dean	Graham Cochran	FAESdean@osu.edu or cochran.99@osu.edu
All staff gifts over \$100	Graham Cochran	FAESdean@osu.edu or cochran.99@osu.edu
Sponsorships	Graham Cochran	FAESdean@osu.edu or cochran.99@osu.edu
Expenses on funds to which an approver donates	One level higher than normal up to OAA for the deans expenses	Email from approver attached to financial documentation

