

HOW TO Delegate Approvals of Purchase Requisitions, Change Orders and Pcard Transactions

This individual needs a Finance profile to be created before they may be named as an approval delegate. In order to create a Finance profile, they must be sponsored.

In the Expiry Date

HOW TO Delegate Approvals of Purchase Requisitions, Change Orders and Pcard Transactions

This limit may only be changed by the FFM. Follow the steps below, if you wish to change the limit of the "Subsequent Approval Required Over" amount.

How to Change the Amount for the "Subsequent Approval Required Over" field (Manage Limits)

Only Fund Financial Managers (FFM) or Principal Investigators (PI) may perform this function.

1. Log in to [Minerva](#).
2. Go to the Finance (Fund) Administration Menu
3. Select the Procurement Administration menu option
4. Click on the Delegate Approvals of Purchase Requisitions, Change Orders and PCard Transactions menu option
5. In the Manage Limits box, enter the amount for Subsequent approval required over. This is the maximum amount delegates may approve without the FFM's subsequent approval. If this limit has never been changed, then it will default in as \$10, 000.
6. DO NOT click on the Apply button just yet.
7. Select the fund, which should have the entered limit, by clicking on the check box next to the fund.
8. Click Apply in the Manage Limits box. You will see the limit has been changed.

: The "Subsequent Approval Required Over" amount applies to all delegates assigned to a fund.