Hello!

Sponsored Programs Accounting (SPA) would like to remind everyone that Principal Investigator (PI) approval is required for all Purchase Order submissions charged against a sponsored project, regardless of the Purchase Order value.

In order for the PI to receive the purchase requisition for approval, it must be sent through the Approval Hierarchy. To ensure that this occurs, you need to check the “Submit for Approval” box on the “Approval Details” tab (shown below) of the purchase requisition. If the “Forward” box is checked, the PI may be skipped (if their Signatory Authority is not high enough). This could result in non-compliance with sponsor requirements.

![Approval Details](image)

NOTE: When setting up vacation rules in Oracle, please be sure that an appropriate end date is selected. As a PI, do NOT set up an indefinite vacation rule.

As always, please contact your SPA Rep with any questions!

Thank you!