



Ad Hoc Approval Cheat Sheet

Scenario	Approval Needed	Comment Template
Alcohol	Finance Manager	Ad hoc approval from Finance Manager for alcohol purchase on mm/dd/yy for \$XYZ
Event at remote (nontraditional, off campus) location	Finance Manager	Ad hoc approval from XXXX for an event at a remote location on mm/dd/yy for ...
Expense exceeds policy limits for food and/or alcohol	Finance Manager	Ad hoc approval from XXXX for food/alcohol expense exceeding policy limit
CCM event/meal attendance or other expense	Chair/Director Finance Manager (if Chair/Director is also in attendance)	Ad hoc approval from chair/director for CCM's attendance/expense on mm/dd/yy or for ...
Chair/Director event/meal attendance or other expense	Finance Manager	Ad hoc approval from Finance Manager for chair's/director's attendance/expense on mm/dd/yy or for ...
Divisional/Associate/Assistant Dean event/meal attendance or other expense	Senior Finance Director (on behalf of CAO)	Ad hoc approval from Senior Finance Director on behalf of CAO for divisional/associate/assistant dean's attendance/expense on mm/dd/yy or for ...
Dean Horn event/meal attendance or other expense	OAA	Ad hoc approval from OAA for ASC Executive Dean's attendance/expense on mm/dd/yy or for ...



THE OHIO STATE UNIVERSITY

COLLEGE OF ARTS AND SCIENCES

References:

[College of Arts and Sciences Organizational Chart](#)

[College of Arts and Sciences Finance Manager Assignments](#)

[Expenditure Policy](#)

[ASC Guidelines for Employee Recognition Events and Holiday Gatherings](#)

College of Arts and Sciences Business Services – [Fiscal](#) or [Procurement](#)

- [Guidelines for Alcohol Purchase](#)