

McCormick School of Engineering and Applied Science
 Administration, Finance, Facilities & Planning
 Non-Sponsored Financial Approver Matrix - FY23

A
 B

Primary Approver/Lead
 Backup Pre-Approver

Financial Transaction

	Gabriella Lopez	Justina Weathersby-Martin	Jurate Aukstakalnyte	Zabrina Rodriguez-Carmona	Phillip Ghalioungui
Workflow Approvals					
Asset	A		B		
Budget Journal			A		B
Journal (Transfer, ISJ, Correction)			A	B	
Purchase Order and Change PO			B	A	
Requisition			B	A	
Payment Request			B	A	
Expense Report		A		B	
Financial Structure Requests (FSR)			A		B
Emergency L1 & L2 Approver *				A	
FFRA Forms					
Access		A	B		
Approval Signatures via DocuSign					
Exception Forms		A	B		
90-day Memo		A	B		
Contracted Services		A	B		
Direct Payment Requests		A	B		
Wire Transfers		A	B		
Contracts**		A	B		
Corporate Card					
New Cardholder Applications		A			
Limit & Category Lift Requests		A			

* Must reach out via email to request approval with transaction ID and name of submitter.
 ** Justina is primary contact for Contracts, Julie White has Provost-designated signing authority