# Office of Student Life

## Unit Fiscal Responsibility Delegation of Authority Listing

**Unit:** University Housing - Residence Life  
**Director:** Cheryl Lyons  
**AVP:** Fred Fotis

### Fiscal Responsibility Type: Cash

**U-04100  Access to Departmental Safes**

Individual is authorized access to his or her assigned operation / department safe(s). Further restrictions to specific safes within the department are to be managed by the department's management. Individual is responsible for ensuring compliance with appropriate policies and procedures.

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<th>Classification</th>
<th>Add Date</th>
<th>End Date</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Dilling,Brittany Lynn</td>
<td>Residence Hall Director</td>
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<tr>
<td>Nelson,Jennifer Loeck</td>
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<td>Perez,Rochelle</td>
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<td>Story,Brittany M</td>
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### Fiscal Responsibility Type: Procurement

**U-02031  Purchase/Expenditure (Business Purpose and/or Budget) Approver**

Individual is authorized to approve purchases/expenditures (including travel) for business purpose and budget for his or her assigned operation / department. Individual is responsible for ensuring compliance with appropriate policies and procedures.

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<td>Stucke,Eric M</td>
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U-07001 Invoice Payment Approver

Individual is authorized to review and approve the payment of invoices for his or her assigned operation / department. Individual is responsible to ensure that a 3-way match has been completed, matching the purchase order with the receiving documentation and the invoice prior to approving the payment. Individual is responsible for ensuring compliance with policies and procedures.

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U-07300 Cell Phone Approver

Individual is authorized to perform a review and approve/deny obtaining (and the method of expenditure) cell phones, and etc. for his or her assigned operation / department. Request must be submitted to Student Life Information Technology for further review and processing. Individual is responsible for ensuring compliance with appropriate policies and procedures.

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U-07315 Home Internet Approver

Individual is authorized to perform a review and approve/deny obtaining Internet access from home for his or her assigned operation / department employees. Request must be submitted to Student Life Information Technology for further review and processing. Individual is responsible for ensuring compliance with appropriate policies and procedures.

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### Purchasing Card Manager for Department

Individual is authorized to serve as the purchasing card manager for his or her assigned operation / department. Individual is responsible for ensuring compliance with appropriate policies and procedures.

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### Payroll

Individual is authorized to review/edit/approve bi-weekly staff timesheets for his or her assigned operation / department. Individual is responsible for ensuring compliance with appropriate policies and procedures.

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Office of Student Life  
Unit Fiscal Responsibility Delegation of Authority Listing

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<tr>
<th>Unit:</th>
<th>University Housing - Residence Life</th>
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<tbody>
<tr>
<td>Director:</td>
<td>Cheryl Lyons</td>
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<td>AVP:</td>
<td>Fred Fotis</td>
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Vidmar, Donna Sue  
Office Associate

### U-09040 Overtime and Compensatory Time Approver

Individual is authorized to approve overtime and/or convert overtime into compensatory (comp) time earned on bi-weekly staff timesheets for his or her assigned operation / department. Individual is responsible for ensuring compliance with appropriate policies and procedures.

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**Fiscal Responsibility Type: Human Resources**

### U-09200 Application for Leave Form Approver

Individual is authorized to review/edit/approve/deny leave forms for his or her assigned operation / department. Individual is responsible for ensuring compliance with appropriate policies and procedures.

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Office of Student Life
Unit Fiscal Responsibility Delegation of Authority Listing

**Unit:** University Housing - Residence Life  
**Director:** Cheryl Lyons  
**AVP:** Fred Fotis

### U-09300 Performance Evaluation Approver
Individual is authorized to administer/complete performance evaluations for his or her assigned operation / department. Individual is responsible for ensuring compliance with appropriate policies and procedures.

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### U-09500 Payroll Certification Approver
Individual is authorized to complete the payroll certification process for his or her assigned operation / department. Individual is responsible for ensuring compliance with appropriate policies and procedures.

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