

Duke University School of Nursing

Expense Approval Policy

Effective Date: May 6, 2020

Review/Revision History: September 23, 2020, July 1, 2021, April 1, 2023

Approval Authority: Dean

Responsible: Vice Dean, Finance and Administration

Overview

Consistent with direction from Duke University and DUSON's cost management initiatives, certain categories of expenses require pre-approval as indicated in this document. This updated version of the policy reflects a significant reduction in spending controls implemented across the university during the COVID pandemic.

Staff Positions

After consultation with the applicable Associate or Vice Dean, staff position requests should be submitted to Selnatta Vereen on the [Vacancy Management Form](#). When possible, the intent is to find efficiencies to avoid filling vacated positions or to fill the vacated position from within the school and the university. Staff or student positions with a justified need that are fully funded by externally sponsored, pilot research or faculty discretionary funds do not require central school advanced approval.

Non-personnel Expenses

Certain types of expenses require additional approval of the applicable Associate or Vice Dean and the Vice Dean, Finance and Administration (VDFA). Most purchases are allowed if consistent with Duke policy, with the following reminders and exceptions:

- All purchases must be within department or grant budgets or available discretionary account balances and consistent with Duke and DUSON purchasing policies. Reference this [DUSON policy](#) for more information.
- The following expenditures continue to require advance approval, regardless of amount unless otherwise noted:
 - Contracts, consulting and service agreements with organizations external to DUSON are reviewed and signed by the VDFA. The Expense Request Form is required if funding will come from operating or departmental funds and are in excess of \$50,000. (Expense Approval Form not required for grant, discretionary, or pilot funded, or if costs less than \$50,000 cost).
 - Software licenses (new or renewals) and website/application development agreements require advance approval, regardless of funding source or amount. In many cases, these also require central Duke OIT approval. These requests should be coordinated with the Duke University School of Nursing-IT department.
 - Purchase or lease of a vehicle and/or real estate (any amount)
 - Purchase or lease of equipment or furniture ≥\$50K (or ≥\$100k if 100% sponsored funded)

If a non-personnel expense requires advance approval, provide documentation of the requested expense along with the completed [Expense Request Form](#) to your Associate or Vice Dean for signature. Once approved by the applicable Associate or Vice Dean send to Will Falls who will coordinate the VDFA approval. Decisions are generally made within 1-2 business days of request receipt.

Please note that, furniture purchases must be made by the DUSON Facility Operations department and computing equipment purchases must be made by the SON-IT department, regardless of funding source. Computing equipment examples include laptops, tablets, monitors, keyboards, mice, printers, PCs and workstations, speakers and cameras.