EFFECTIVE 10/1/2019 - **only** Simon Schuster needs to be added as Adhoc Approver in Bear Buy.

# Adding Adhoc Approvers in BearBuy for Exceptional Approval

After completing the initial pages for food selection, adding event info etc. you will be presented with your shopping cart.

Click the "Proceed to Checkout" button.

Under the Summary tab, you will see the optional Approval section.

Click the "edit" button.

1. The additional Approvals box will appear.
Click "Select from all values…" and

2. The Custom Field Search box will appear.
Type the name of the adhoc approver and click the "Search" button.

The adhoc approver's info will appear. Now click on the "select" button.

Repeat these steps for Ad Hoc Approver 2, but add Denise Lau's name.  **Click Save**

**Please note** that the Requisition Pre-Approver field should be left blank

You will now see the adhoc approvers listed in the Summary Tab.

Once you are satisfied that all the required documents needed for exceptional approval are attached, click the "Assign Cart" button.
**Please Note that the supplemental form is now _NOT_ required.**

Assign Cart button sends the report to the approver within your department.
After the final department approver, the report it will *automatically* route to the adhoc approvers
AP will receive the report after Ad hoc Approver 2 approves the report.  See next slide.

At each step the requester and all department control points can receive email notifications.

# Exceptional Approval Process For M&E Expenses In BearBuy

## Dept. Requester

In BearBuy select appropriate button for either:
M&E Payment Request Form
America To Go
Moffitt Catering

**Is the event exceptional in any way?** — Yes →

Process request adding usual supporting documents for exceptional expenditures →

Add Simon Schuster as adhoc approver #1 (SF620009) & Denise Lau as adhoc approver #2 (SF652524)

No ↓

## Dept. Approver

Return the cart to the requester to process the report as exceptional

← Yes — **Please check to see if the event is exceptional in any way. Is it exceptional?**

If you approve the expense and all required documents are attached click approve

No ↓

## Dean's Office Exceptional Approver

Dean's Office will review/approve and forward to AP

## Accounts Payable

AP will process Check Payment