

On-Line Chargeback Status Matrix

FUNDING	REQUISITION STATUS	WORK STATUS	AUXILIARY APPROVAL	OWNER	NOTES
Campus	Approved	New	NA	Svc. Provider	New request submitted to Svc. Provider, encumbrance posted
Campus	Approved	WIP	NA	Svc. Provider	<ul style="list-style-type: none"> ➤ Work is in progress and/or ➤ Possible partial charges– Billing Initiated (verify Actual Amt) ➤ Encumbrance posted or open amt.
Campus	Approved	Final	NA	N/A - Completed	Request final & charged, encumbrance liquidated
Campus	Approved	Re-Submit	NA	Svc. Provider	Re-opened request submitted back to Svc. Provider, encumbrance posted
Campus	Cancelled	New	NA	N/A - Completed	New request cancelled prior to submission to Svc. Provider, no encumbrance
Campus	Cancelled	Re-Submit	NA	N/A - Completed	Re-opened request cancelled prior to submission to Svc. Provider, no encumbrance
Campus	Open	New	NA	Requestor	<ul style="list-style-type: none"> ➤ New request ➤ Returned to Requestor from Fin Approver
Campus	Open	Re-Open	NA	Requestor	Re-opened request, enc liquidated
Campus	Pending	New	NA	Fin Approver	New request pending approval
Campus	Pending	Re-Open	NA	Fin Approver	Re-opened request pending approval, no encumbrance
*****	*****	*****	*****	*****	*****
Estimate	Open	New	NA	Svc. Provider	Request submitted for an estimate
				Requestor	Request returned with an estimate from the Svc. Provider
Estimate	Open	Re-Open	NA	Svc. Provider	Request submitted for estimate after Svc. Provider has Re-Opened it. Request was previously approved
				Requestor	Request returned with an estimate from Svc. Provider after it was previously Re-Opened

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FUNDING	REQUISITION STATUS	WORK STATUS	AUXILIARY APPROVAL	OWNER	NOTES
*****	*****	*****	*****	*****	*****
Auxiliary	Approved	New	NA	Aux Approver	New request pending Aux approval
Auxiliary	Approved	Re-Submit	NA	Aux Approver	Re-opened request pending Aux approval
Auxiliary	Approved	New	Approved	Svc. Provider	Submitted to Svc. Provider, work has not started
Auxiliary	Approved	WIP	Approved	Svc. Provider	<ul style="list-style-type: none"> ➤ Work is in progress and/or ➤ Possible partial charges– Billing Initiated (verify Actual Amt)
Auxiliary	Approved	Final	Approved	None	Finalized – Billing Initiated
Auxiliary	Approved	Re-Submit	Approved	Svc. Provider	Request resubmitted to Svc. Provider
Auxiliary	Cancelled	New	NA	N/A - Completed	New request cancelled prior to Aux Approval
Auxiliary	Cancelled	Re-Submit	NA	N/A - Completed	Request cancelled prior to Aux Approval
Auxiliary	Cancelled	New	Cancel	N/A - Completed	Cancelled prior to submission to Svc. Provider by Aux Approver. Request is no longer active
Auxiliary	Cancelled	Re-Submit	Cancel	N/A - Completed	Cancelled prior to submission to Svc. Provider by Aux Approver. Request is no longer active
Auxiliary	Open	New	NA	Requestor	<ul style="list-style-type: none"> ➤ New request created ➤ Request returned from Fin Approver ➤ Request returned from Aux Approver
Auxiliary	Open	Re-Open	NA	Requestor	Re-opened request from Svc. Provider
Auxiliary	Pending	New	NA	Fin Approver	New request pending approval
Auxiliary	Pending	Re-Open	NA	Fin Approver	Re-opened request pending approval