

When the SVP/VP area submits to HR and/or Procurement the following guidelines apply.
See your area VP Coordinator for internal approval process.

Hiring Hold/PSR Requests	No PCR Required	No PCR form but SET approval Required	PCR Signed by the VP	PCR Signed by the SET	SBET Approval Required
Positions paid directly and 100% from Hospital, LISVH, SBF, DIFR or Sponsored Research Accounts (additional funding requests should be discussed directly with the fund manager)	<input checked="" type="checkbox"/>				
Positions funded by special appropriation funds	<input checked="" type="checkbox"/>				
Diversity and presidential initiative funds	<input checked="" type="checkbox"/>				
Appointment Renewals	<input checked="" type="checkbox"/>				
Summer faculty salaries	<input checked="" type="checkbox"/>				
Summer and winter session hires paid from revenue generating SUTRA accounts.	<input checked="" type="checkbox"/>				
Student Assistants	<input checked="" type="checkbox"/>				
GA/TA	<input checked="" type="checkbox"/>				
Independent Contractors and Honorariums	<input checked="" type="checkbox"/>				
Temp agency positions that are supporting a budgeted vacancy or Leave without Pay	<input checked="" type="checkbox"/>				
Temp agency positions that are not covering for a budgeted line or where the incumbent is on a paid leave				<input checked="" type="checkbox"/>	
Academic Year (Fall/Spring) Adjuncts			<input checked="" type="checkbox"/>		
Contractual, past practice, and/or policy based faculty increases for promotions.			<input checked="" type="checkbox"/>		
PSR requests under \$9,999 (i.e. reclassifications, extra service, temp/perm increase in duties, etc.)			<input checked="" type="checkbox"/>		
PSR requests over \$10,000 (i.e. reclassifications, extra service, temp/perm increase in duties, etc.)				<input checked="" type="checkbox"/>	
Budgeted replacements and/or positions with no changes to salary or strategy			<input checked="" type="checkbox"/>		
Budgeted replacements with a change in strategy regarding title, duties, etc.				<input checked="" type="checkbox"/>	
Budgeted replacements with a salary increase \$10,000+				<input checked="" type="checkbox"/>	
Non-budgeted new positions without a request for state or IDC funding				<input checked="" type="checkbox"/>	
Unfunded new positions with a request for state or IDC funding					<input checked="" type="checkbox"/>
Cumulative blanket requests for retention increases \$500K at a time (VP03)		<input checked="" type="checkbox"/>			
Reinvestment of vacated tenure track faculty lines and long-term staffing plans					<input checked="" type="checkbox"/>
Non-budgeted new positions funded by start-up funds			<input checked="" type="checkbox"/>		

Expenditure/OTPS Requests	No Form Required	No form but SET approval Required	Form Signed by the VP	Form Signed by the SET	SBET Approval Required
Purchases paid directly and 100% from Hospital, LISVH, SBF, DIFR or Sponsored Research Accounts (additional funding requests should be discussed directly with the fund manager)*	<input checked="" type="checkbox"/>				
Budgeted OTPS requests*	<input checked="" type="checkbox"/>				
Purchases made from start up funds*	<input checked="" type="checkbox"/>				
Centrally funded membership requisitions that the President has approved*	<input checked="" type="checkbox"/>				
Non-budgeted OTPS requests \$49,999 and under*	<input checked="" type="checkbox"/>				
Non-budgeted OTPS requests \$50,000+				<input checked="" type="checkbox"/>	
Internally resourced/funded new initiative \$50,000+				<input checked="" type="checkbox"/>	
Unfunded purchases with a request for state or IDC funding					<input checked="" type="checkbox"/>

*For items that do not require SET approval, please make a note in the cart/requisition for central office clarification.
If there is an established agreement, please attach a copy of the signed RSR/MOU to the cart/requisition.