SS & AP – WU not comply with AP Regs

Work Unit

- Request submitted
- WU can not or will not comply

Shared Services

- Documentation complete?
  - Yes: Request Processed and sent to AP
  - No: WU contacted and informed of deficiency

- Request for assistance sent to SS Fiscal Mgr. and AP Dir.
- Contact WU with decision not to process and cc SS and AP leadership

AP

- Request completed
- End
- Can we send the email to a department email address and not a person?

- Concerns – this happen infrequently

- Concern – this is not a priority...do others first.

- Concerns – maybe we should not provide any exceptions as it will spiral out of control...and start to be the norm.

- Concern - The documentation of this workflow might let others outside of SS and AP know that an exception is a possibility. Not let others know that there is a possiblity to get an exception.

- Concern – We can not offer exceptions for all issues...like IRS regulations

- Justin to schedule a meeting.

- Proactively educate staff about what they need to do to adhere to AP regulations