

Concur Approver Change Webinar ^[1]

September 18, 2026 by [Staff](#) ^[2]

The Procurement Service Center (PSC), in partnership with the campus Controller's Offices, is announcing an upcoming enhancement ^[3] to the university's expense report approval process that is planned for implementation in 2027.

Join us for an information Session on October 6th |9:00-9:50 a.m. (MST) ^[4]

To strengthen financial governance, accountability, and internal controls, the university will transition to a single approval model for all procurement card, travel, non-travel and non-employee expense reports. Under the new model, all expense reports will be approved by designated fiscal staff as determined by leadership within each department.

This change is the result of a comprehensive review of our expense approval processes following audit recommendations related to procurement card and other expense report approvals. By aligning expense approvals entirely under a fiscal staff approval model, we can help ensure that expense reports are reviewed by individuals with the appropriate financial responsibilities and training, while providing more consistent approval processes across campuses.

Starting soon, all departments will need to begin reviewing and updating their fiscal staff assignments in preparation for implementation. Additional details including guidance on impacted fiscal staff roles, timelines, and training opportunities, will be shared and updated on the **project website** ^[3].

We appreciate your partnership as we work to strengthen the university's financial stewardship and expense management processes.

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