

Expenditure Authority

You will receive an email like the one below when there is an action required by you on the Sponsored Graduate Student Support Memo. Follow the steps provided to perform the required action.

Washington State University - Graduate Support Memo

**Sponsored Graduate Student Support
Memo**

Sponsored Graduate Student Support Memo for [REDACTED]
[REDACTED] 2017 Spr

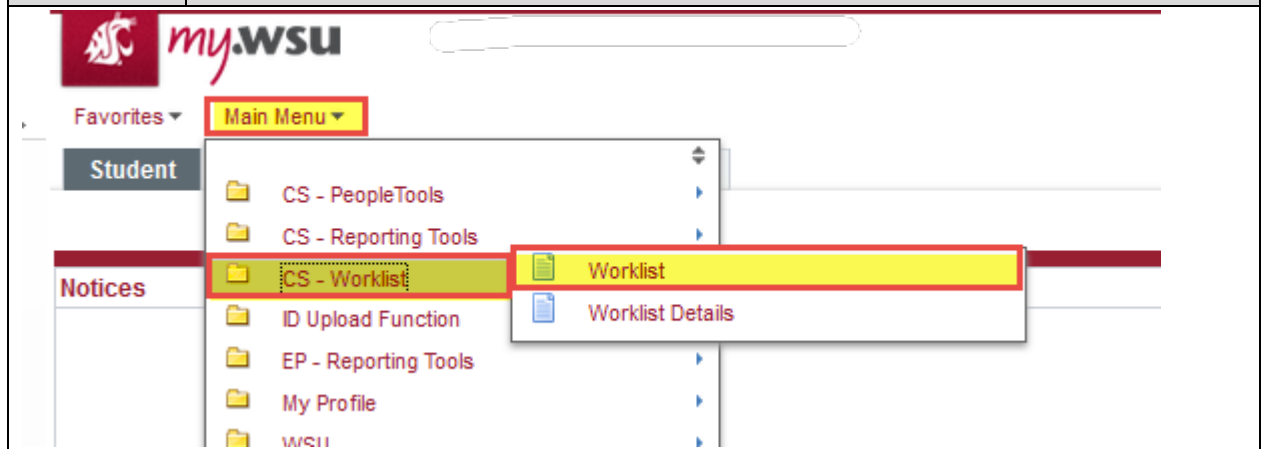
The following Sponsored Graduate Student Support Memo requires your approval.

Student ID	Student Name	Account Number
[REDACTED]	[REDACTED]	17A-02940111

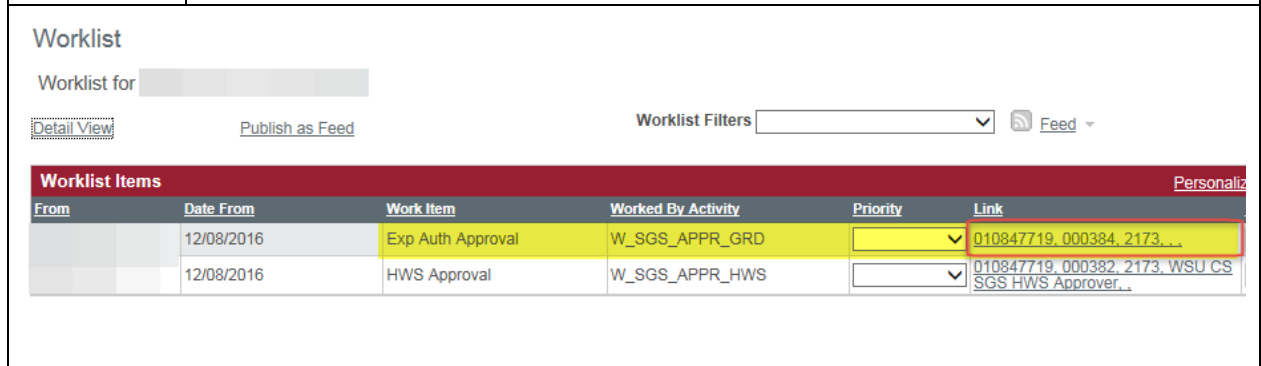
This email has been generated by the Sponsored Graduate Student Support Memo application. If you have any questions or concerns regarding this communication please contact the Graduate School

[Click here to go to myWSU](#)

Step	Action
Navigation	Main Menu > CS – Worklist > Worklist



1.	Click the Exp Auth Approval Work Item link.
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2.	<p>Click the Search button and choose the desired memo. *If the student only has one memo, you will be taken directly to the memo upon clicking Search.*</p> <p><input type="button" value="Search"/></p>
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Step	Action																												
	<p>Grad Support Memo</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>Search Criteria</p> <p>User ID: begins with <input type="text"/> </p> <p>ID: begins with <input type="text"/> </p> <p>Term: begins with <input type="text" value="2173"/> </p> <p><input type="checkbox"/> Include History <input checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p> <p>Grad Support Memo</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>Search Criteria</p> <p>User ID: begins with <input type="text"/> </p> <p>ID: begins with <input type="text"/> </p> <p>Term: begins with <input type="text" value="2173"/> </p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p> <p>Search Results</p> <p>View All First 1-3 of 3 Last</p> <table border="1"> <thead> <tr> <th>User ID</th> <th>ID</th> <th>SGS Log Nbr</th> <th>Term</th> <th>Support Option</th> <th>Total Grad Memo Amount</th> <th>Memo Status Description</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>000382</td> <td>2173</td> <td>Guar/Comm</td> <td>6733</td> <td>Completed</td> </tr> <tr> <td></td> <td></td> <td>000384</td> <td>2173</td> <td>Guar Only</td> <td>7664.74</td> <td>Completed</td> </tr> <tr> <td></td> <td></td> <td>000344</td> <td>2173</td> <td>Guar/Comm</td> <td>6376.74</td> <td>Completed</td> </tr> </tbody> </table>	User ID	ID	SGS Log Nbr	Term	Support Option	Total Grad Memo Amount	Memo Status Description			000382	2173	Guar/Comm	6733	Completed			000384	2173	Guar Only	7664.74	Completed			000344	2173	Guar/Comm	6376.74	Completed
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3.	<p>Choose Approve or Deny from the Approve and Sign drop down list. *If a memo is denied, an email will be sent to the person that submitted it.*</p>																												
4.	<p>Click the Save button.</p> <p></p>																												

Step	Action								
	<div data-bbox="212 296 1333 321" style="background-color: #800000; color: white; padding: 2px;">Electronic Expenditure Authority Signature</div> <p data-bbox="245 333 812 359">Approved memos will be submitted to the Graduate School after you click SAVE.</p> <p data-bbox="224 367 347 392">Approve & Sign Approve ▾</p> <div data-bbox="212 422 1333 447" style="background-color: #800000; color: white; padding: 2px;">Audit Dates: Save & Last Updated</div> <table border="1" data-bbox="212 457 1333 548"> <tr> <td>SAVE Audit</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>12/08/16 11:26:05AM</td> </tr> <tr> <td>Memo Last Updated</td> <td><input type="text"/></td> <td><input type="text"/></td> <td>12/08/16 11:26:05AM</td> </tr> </table> <p data-bbox="233 598 412 623" style="text-align: center;">Void/Discard Memo</p> <div data-bbox="212 653 1333 678" style="background-color: #800000; color: white; padding: 2px;">For Official Use Only</div> <p data-bbox="233 703 570 728">HWS Signature <input type="text"/> ▾</p> <p data-bbox="233 745 570 770">SPS Signature <input type="text"/> ▾</p> <p data-bbox="233 787 570 812">Graduate School Signature <input type="text"/> ▾</p> <div data-bbox="188 879 370 905" style="display: inline-block; border: 1px solid red; padding: 2px;">Save</div> <div data-bbox="272 884 370 905" style="display: inline-block; padding: 2px;">Refresh</div> <div data-bbox="1149 884 1214 905" style="display: inline-block; padding: 2px;">Add</div> <div data-bbox="1235 884 1382 905" style="display: inline-block; padding: 2px;">Update/Display</div>	SAVE Audit	<input type="text"/>	<input type="text"/>	12/08/16 11:26:05AM	Memo Last Updated	<input type="text"/>	<input type="text"/>	12/08/16 11:26:05AM
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5.	End of Procedure.								