<table>
<thead>
<tr>
<th>Area</th>
<th>Task/Topic</th>
<th>Lead Contact</th>
<th>Primary Approver</th>
<th>Secondary Approver if Primary Approver is unavailable</th>
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<tbody>
<tr>
<td>Purchasing Cards</td>
<td>Approve Pcard Transactions on Dean's Office Accounts</td>
<td>Marla Lampp</td>
<td>Marla Lampp</td>
<td>Jennifer Doll</td>
</tr>
<tr>
<td>Purchasing Cards</td>
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<td>Purchasing Cards</td>
<td>Approve Pcard Trans for Chairs as the &quot;Administrative Supervisor&quot;</td>
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<tr>
<td>Travel Authorization</td>
<td>Foreign Travel</td>
<td>Marla Lampp</td>
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<td>Travel Authorization</td>
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<tr>
<td>Travel Expense Approval</td>
<td>Approve Transactions on Dean's Office Accounts</td>
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<td>Marla Lampp</td>
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<td>Travel Expense Approval</td>
<td>Endowments - Dean's Office</td>
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<td>Jennifer Doll</td>
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<tr>
<td>Event Planning Pre-Approval</td>
<td>Obtain pre-approval for events such as holiday, alumni, staff apprec events, resident events, med student graduation events</td>
<td>Marla Lampp</td>
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<td>Jennifer Doll</td>
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<td>Sponsorships</td>
<td>Obtain approval or coordinate with Development and Communications</td>
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<td>Marla Lampp</td>
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<tr>
<td>PeopleSoft Requisitions</td>
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<td>Moving Expense Agreements</td>
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