Duke University School of Nursing

Expense Approval Policy
Effective Date: **May 6, 2020**

Review/Revision History: September 23, 2020, July 1, 2021, April 1, 2023

Approval Authority: **Dean**

Responsible: Vice Dean, Finance and Administration

Overview

Consistent with direction from Duke University and cost management initiatives, certain categories of expenses require pre-approval as indicated in this document. This updated version of the policy reflects a significant reduction in spending controls implemented across the university during the COVID pandemic.

Staff Positions

After consultation with the applicable Associate or Vice Dean, staff position requests should be submitted to