


# PAYMENT & TRANSFER REQUEST PROCESS

## OBJECTIVE (TASK)

 Who is responsible for this task

 Status you should choose to move this request forward

- 1** **REQUEST CREATOR**  
 (any fund authority type)  
 Must be a NUFFO user  
 SAVE AS DRAFT
- 2** **REQUEST CREATOR**  
 Spending Authority in Review  
 Rejections return here for resubmission or cancellation  
 \* OPTION AVAILABLE TO CANCEL REQUEST
- 3** **SPENDING AUTHORITY(-IES)\***  
 Spending Authority-Approved OR  
 Spending Authority-Rejected

\*System coding ensures:

  - If **dual** authorities, workflow awaits approval from both if required by Fund Summary Memo.
  - If **designated** authorities, workflow allows approval by either spending or designated authority.

### If student or employee receives benefit

- 4** **NU FINANCIAL AID**  
 Financial Aid-Approved OR  
 Financial Aid-Rejected
- 5** **NU PAYROLL**  
 Payroll-Approved OR  
 Payroll-Rejected
- 6** **UNF ACCOUNTING**  
 Request reviewed and processed  
 for final payment

