

Remote Data Access Approval Process

- Fill out the [Justification & Authorization for Remote Data Access form](#).
- The department may limit the amount of reimbursement to the employee on a monthly basis (e.g. \$40 per month or 80% of the employee's actual monthly cost). Indicate these limits on the form. If limits apply, you will need to utilize the reimbursement claim method below rather than the purchase order process.
- Obtain all required signatory approvals including your division Administrator. At UWEC, there are three division administrators: the Chancellor; the Provost; the Vice Chancellor for Student Affairs.
- Return the completed and signed form to Vickie Gardner in Accounts Payable, Schofield 104.
- Once the approved Justification & Authorization form is received in Accounts Payable, the employee will be added to the approved list and can proceed with the purchase.
- The employee may request reimbursement by filling out the Reimbursement Claim form along with the original monthly billing (monthly or quarterly reimbursement requests are preferred) OR by processing a yellow requisition and sending it over to Purchasing for a purchase order to be processed.
- Justification & Authorization for Remote Data Access forms are updated each fiscal year. Accounts Payable will send out an email requesting that employees fill out a new form with appropriate signatories. Reimbursement will not occur until the updated form has been received.