

Club Sports Finance Process Flow

Process Step	Expected Timeframe
Process Initiated (Club) - Electronic Form submitted on Club Sports webpage	
Initial Form Review (Business Ops) - Send back to submitter if documentation is missing or needs revision - Move into approvals once packet is ready - Club is notified that the request is moving into the approval process	1-2 business days
First Approval (RCC/Jason) - Review club standing, business purpose	1-2 business days
Final Approval (Sara) - Review account budget, documentation	1-2 business days
Rec Sports Business Ops - Electronic Submission on Concur for Reimbursements - Generate IR for internal campus payments - Open Purchase Order in eMarket - Complete Purchase Process on RCC Credit Card	2-3 business days
Electronic University Approvals <i>* amount of time varies by process type and number of approvals needed</i>	3-10 business days
Process Finalized, Club notified	