

CMM Approvers Setup & Requirements

The CMM supports up to 4 approvers for each Department/Org. The setup within the CMM is:

- Department Approver 1
- Department Approver 2
- Unit Approver 1
- Unit Approver 2

All Approvers **must** be a Budget Authority, and at least one of the Approvers (most often Unit Approver 2) must also be a Contract Owner/Financial Manager.

The Contract Owner/Financial Manager is responsible for the execution of the contract, adhering to the agreement, and ensuring payment is made to the vendor upon completion of the contract.

For Department Approver 2 and Unit Approvers 1 and 2, you can also specify at what dollar amount you would like it to be seen by that person:

- *e.g. Unit Approver 2 = Bob Smith, Dollar Approval Level = \$4,000*

This means that Bob Smith will only see contracts for their approval that are over \$4,000.

However, most setups within the CMM only have dollar limits on the Unit Approvers (if any).

Approver Type	Approver Dollar Amount
Department Approver 1	-----
Department Approver 2	\$
Unit Approver 1	\$
Unit Approver 2	\$

**PLEASE NOTE: Approvers are not signers of the contracts (with a very few exceptions).
DO NOT SIGN ANY CONTRACT DOCUMENTS.**

You can find more information on the Contracts Routing, Signing, and Guides on the Business Services website here: <https://business-services.wvu.edu/contracts/resources-contract-administration>