Anschutz Administration, Finance Dept, Chancellor's Dept, CSA, Health Affairs, and Research

** All positions funded fully or partially by funds 10, 11 or 36 need 2nd level budget approval**

**Not New Positions & Promotions**

- Pre-submission process. BP& Finance Contact answers questions on the the standardized form and submits.
- BP& Finance Contact receives 2nd Level Approval submission email
- BP confirms appropriate data was sent
- BP confirms budget is available
- SS sends confirmation email to the appropriate inbox
- BP attaches Available Budget confirmation email to NPP

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BP = Business Partner  
BPA = Budget Planning and Analysis  
EVC = Executive Vice Chancellor  
VC = Vice Chancellor