

Accessing PhD Research Accounts

As a registered PhD student, you should have access to [StatlerWire](#) and the Electronic Requisition (“Ereq”) system. If you don't, please contact Diane Craig at dc93@cornell.edu.

IMPORTANT!

All purchases/reimbursements against Ph.D. accounts **must** have approval from your Committee Chair **PRIOR** to the expenditure.

Ereq Approval Procedure

1. **Filling out an Ereq online in Statlerwire** – this document will have all the information regarding the expense.
2. **Forwarding the completed Ereq to your advisor**, who will need to approve it. Your advisor has three choices when receiving your Ereq: return it to you for changes or more information, deny the request, or approve it. *(As the “preparer” of the Ereq, you will be notified by email each time anyone takes action on the document, so you can easily track its progress toward the accounting office.)* If there are changes requested, click on the link in the email, add whatever additional information is necessary, and then resend the Ereq to your advisor (or whoever sent it back to you for more info).
3. Once your advisor has approved it, **the advisor must forward the Ereq to [Diane Craig](#)**. (You may have to remind them of this step!)
4. **Once approved, the Ereq will be forwarded to accounting** for final approval.
5. **Only when it has received final approval can you go ahead and use the funds** (place an order, buy tickets for a trip, etc...). It is your responsibility to check to make sure that the Ereq has gone through each step in the process, and that final approval has been granted. Do NOT assume that just because you submitted it to your advisor that you have approval.

Questions?

Contact Pamela Davis, 255-7494, pd43@cornell.edu, 180 Statler Hall.