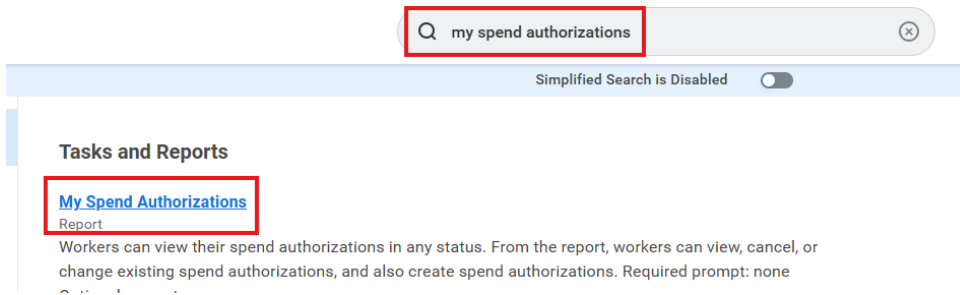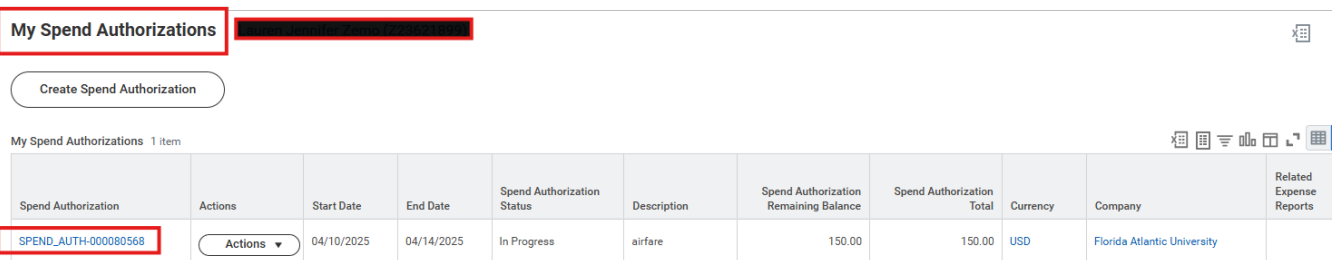## Close Spend Authorization

1. In the Workday search box, type in **My Spend Authorizations** and select


**2.** Select the correct spend authorization you would like to close

3. Next to View Spend Authorization, select the three dots and it will bring you to Actions

- Review the **Status** of the Spend Authorization. If its **Approved** and unused, you may cancel it. If it is **Partially** used or completed, closing it might require approvals/reasoning.
- If there is an outstanding cash advance balance, you will need to either expense it if used or pay the university back.
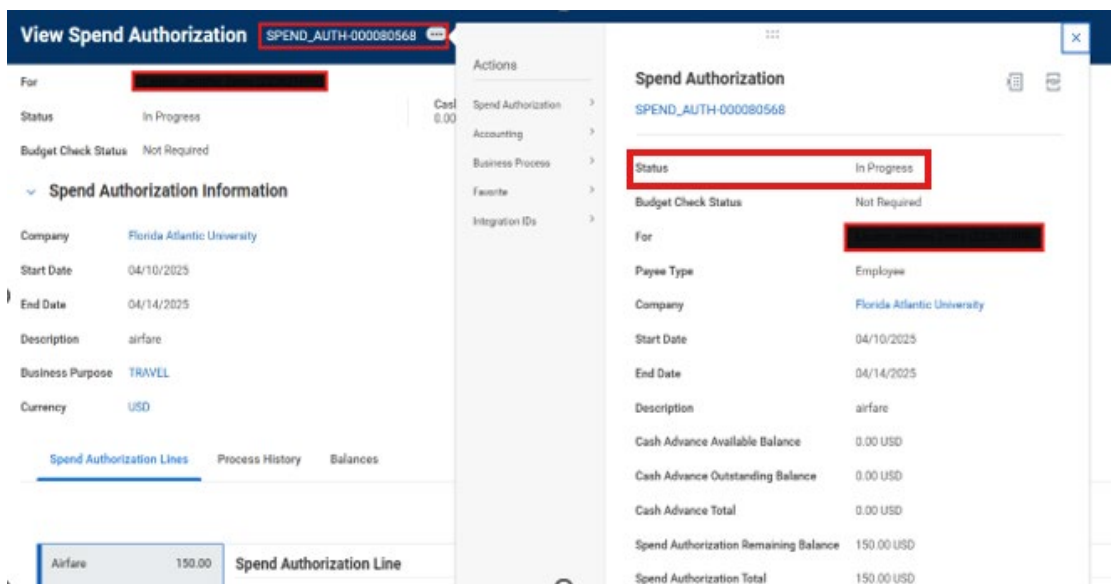
4. Under **Actions**, go to Spend Authorization, where it will give you the option to either **View** or **Close**. Select **Close**
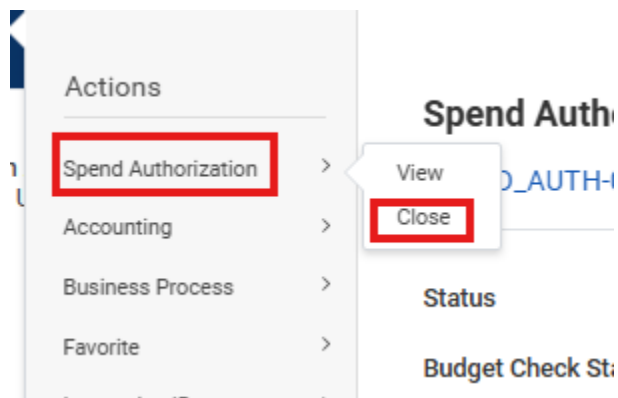
5. The next page will bring you to Confirm Spend Authorization Close. Review all the information, and select Ok

6. When you View Spend Authorization, it will show the Status as Closed