



Business Matters @ Sac State

Topic: Updated Delegated Fiscal Authority and Responsibility Policy

DATE: October 21, 2013

TO: Administrative Council, Deans, Associate Deans, Department Chairs, Directors, Managers, and Campus Business Partners

FROM: Kendal Chaney-Buttleman, University Controller

The Delegated Fiscal Authority and Responsibility Policy and procedures have been recently updated to provide clearer guidance and to more closely align with how we do business here at Sac State.

Changes to the Delegated Fiscal Authority and Responsibility Policy include:

- Explaining the Common Financial System (CFS) Delegation of Authority process.
- Renaming of the Procedures document (linked from policy) to *University Funds Overview Procedures* and updating to include new CSU funds and to group funds for clearer understanding by the campus community.
- Clarifying that delegated approvers cannot approve transactions reimbursing themselves and that expenses should not be approved by a person who reports directly or indirectly to the person being reimbursed, with the exception of the President's expenditures by the CFO. Specific attention to the approval of hospitality, professional development and individual membership by the next higher level approving official.
 - Approvers also cannot approve payment to 3rd parties on their behalf for hospitality, professional development, individual membership, or travel expenses. Examples include:
 - a delegated approver cannot approve payment of an invoice to UEI for a search committee meal they attended (next higher level would need to approve), and
 - a delegated approver cannot approve a direct-reports ProCard statement if it includes a professional development registration fee for them.

Link to Delegated Fiscal Authority and Responsibility Policy:

<http://www.csus.edu/umanual/admin/ADM-0162.html>

The Procedures are linked within the Policy.

Contact Information:

If there are any questions or concerns about this information, please contact Kendal Chaney-Buttleman at kendalcb@csus.edu or 84679.

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