



Business Matters @ Sac State

***Topic: Delegation of Authority and Reports To (DART)
Effective: February 26, 2018***

DATE: February 22, 2018

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

FROM: Gina Curry, Associate VP for Financial Services
Financial Services

Beginning Monday, February 26, 2018, Delegation of Authority (DoA), in the Common Financial System (CFS), will be decommissioned and Delegation of Authority and Reports To (DART), in Common Management System (CMS), will become the location that holds information on fiscal delegations and managerial reporting.

Based on critical feedback, we have closed the gap on the paper requisition and purchase order amendments authority issue as it relates to DART. As of February 26, 2018, DP (Direct Payment/Petty Cash) will be changed to DP/PPO (Direct Payment/Petty Cash/Paper Purchase Orders). The category name will be changed to reflect that additional authority level in *both* DART and the Common Access Request System (CARS). Procurement and Contract Services has already begun to use DP as an appropriate authority to approve paper requisitions and purchase order amendments.

If your paper requisition/purchase order amendment approver previously had authority for Requisitions (REQ), and does not currently have DP authority in DART, please use the CARS process to secure that authority. Please remember that these individuals should only be employees who have approval authority to expend funds for your department.

Please note that delegations in DART reflect signature authority on PAPER processes. If your approver needs authority to approve Requisitions “electronically” in CFS, that still requires a CARS request for the CFS role (using the drop down selection of Purchase Order Approval). These authorities do not automatically carry over to ELECTRONIC approval, and vice versa.

For more information, please review the following link to the [Financial Services Training Website](#) where there is more detail about DART and Requisition Authority.

Contact Information:

If you have any questions or concerns about this notice, please contact Charlie Eyster, Budget Planning & Administration, at charles.eyster@csus.edu; and/or, Gina Curry, Financial Services, at curryg@csus.edu.

Financial Services and Budget Planning & Administration

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