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BUSINESS MATTERS @ SAC STATE

TOPIC: Level 5 DOA & P2P Requisition Approvals

DATE: Tuesday, August 25, 2026

FROM: Financial Services

The Chancellor's Office (CO) recently implemented a change affecting users who both submit requisitions in P2P as a Requester/Shopper and hold Level 5 (\$5,000 JGS) Delegation of Authority (DOA) for the same department.

What does this mean for you?

If you previously had Level 5 DOA and submitted a requisition for the same department, your Level 5 authority may have allowed that requisition to be auto-approved at Level 5. Going forward, requisitions you submit will **not be auto-approved at Level 5**. Another eligible Level 5 approver must approve the transaction.

What did we change?

To prevent requisitions from becoming stuck in workflow, we reviewed the impacted departments and added Level 5 DOA to the existing Level 4 approver where additional coverage was needed. These updates are now complete.

Why does this matter?

No action is needed from end users. You can continue submitting requisitions through P2P as usual. The change provides appropriate approval coverage while complying with the CO directive and helps ensure your requisitions continue moving through workflow.

If you experience any issues or have questions or concerns, please contact Margaret Hwang at mh227@csus.edu.