



Business Matters @ Sac State (BMSS)

TOPIC: Designated Staff to Submit CARS Requests for CFS and Concur DOA

DATE: Wednesday, September 2, 2026

FROM: Financial Services

We are changing the process for submitting CARS requests for CFS and Concur Delegation of Authority (DOA). With the implementation of DOA 360 and Procure-to-Pay (P2P), the DOA process has become more nuanced and complex. Fiscal DOA requests require careful review because they authorize individuals to expend university funds based on their roles and responsibilities.

What does this mean for you?

Effective September 8, only employees designated by their division may submit CARS requests to add or modify CFS and Concur Delegation of Authority (DOA).

The list of designated employees is available on the Delegation of Fiscal Authority webpage:

<https://www.csus.edu/administration-business-affairs/financial-services/delegation-of-fiscal-authority.html>

What did we change?

To improve accuracy and efficiency, only designated employees will be able to submit CFS and Concur DOA requests through CARS. If you are not an authorized requester, the DOA request option will not be available. You may continue submitting all other types of CARS requests as usual. This change applies only to CARS requests for CFS and Concur DOA.

Why does this matter?

Limiting access to update Delegation of Fiscal Authority is an important internal control. It ensures that fiscal approval authority is assigned only to individuals whose roles and responsibilities require it and that each assignment has been properly reviewed and authorized.

If there are any questions about these changes, please contact Margaret Hwang at mh227@csus.edu.