



SACRAMENTO
STATE

Budget Review for Purchase Orders over \$250,000

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Budget Planning & Administration

Redefine the Possible™

New Process

- Budget review required for:
 - Requisitions over \$250,000
 - Amendments to purchase orders (PO's) over \$250,000
- Why?
 - Better oversight on our campus liabilities & commitments
- How?
 - We have a form in AdobeSign

Process

1. Go to the [ABA Forms page](#) under **Procurement & Contract Services** and select the “Authorization to Spend \$250K” form

Procurement & Contract Services	
Form	Revision Date
Amendment Request	September 2022
Authorization to Spend \$250k	January 2023
ICT Procurement Review for Accessibility & Security Compliance	NA

2. Sign into AdobeSign with Duo and fill out the form

Process

In AdobeSign, there are 3 signature areas:

- Department Initiator – Person requesting/entering the requisition
- Budget Office – Jennifer Harris, AVP for Budget Planning & Administration
- VP Admin/CFO – Jonathan Bowman, VP for ABA and Chief Financial Officer

ABA_Authorization to Spend \$250,000+

How this workflow works?
Click more for detailed instructions.

more ▾

Recipients

Department Initiator*

Enter recipient email ✉ ▾ Email

Budget Office*

✍ j.harris@csus.edu ✉ ▾ Email

VP Admin/CFO*

✍ bowman@csus.edu ✉ ▾ Email

- No changes needed here unless you want to copy others

Cc

Enter CC's emails


Document Name *

Authorization to Spend \$250,000 and above

Message *

"Signers- Please review for Purchase Orders or Amendment Requests that will exceed \$250,000."

Files

Document *  ABA-Authorization for Spending Over \$250K v1

Send

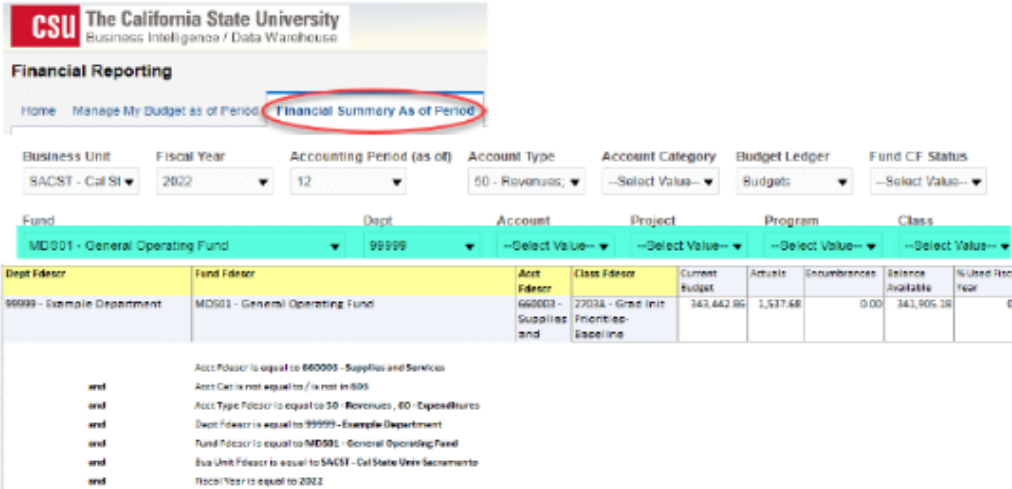
Authorization to spend ≥ \$250,000

When to use this form:

Submit this form when initially requesting approval to spend \$250,000 or more; or when amending an existing PO that exceeds \$250,000. *Submit a copy of this completed request with your requisition.*

Please attach an FDW report.

In FDW, run a Financial Summary as of Period report to show existing budget. **Attach the FDW report showing available budget in the requested charstring. If you do not have budgeted funds, please explain in a memo how you plan to fund this expense.** Below is a screenshot of a sample report to use:



CSU The California State University
Business Intelligence / Data Warehouse

Financial Reporting

Home Manage My Budget as of Period **Financial Summary As of Period**

Business Unit: SACST - Cal St | Fiscal Year: 2022 | Accounting Period (as of): 12 | Account Type: 50 - Revenues | Account Category: --Select Value-- | Budget Ledger: Budgets | Fund CF Status: --Select Value--

Fund: MD901 - General Operating Fund | Dept: 99999 | Account: --Select Value-- | Project: --Select Value-- | Program: --Select Value-- | Class: --Select Value--

Dept Fdscr	Fund Fdscr	Acct Fdscr	Class Fdscr	Current Budget	Actuals	Encumbrances	Balance Available	% Used Fiscal Year
99999 - Example Department	MD901 - General Operating Fund	660003 - Supplies and Services	2703A - Grad Init Priorities-BaseLine	343,642.86	1,537.68	0.00	341,905.18	0%

and Acct Fdscr is equal to 660003 - Supplies and Services
 and Acct Class is not equal to / is not in 603
 and Acct Type Fdscr is equal to 50 - Revenues , 60 - Expenditures
 and Dept Fdscr is equal to 99999 - Example Department
 and Fund Fdscr is equal to MD901 - General Operating Fund
 and Bus Unit Fdscr is equal to SACST - Cal State Univ Sacramento
 and Fiscal Year is equal to 2022

SUPPLIER NAME *	SUPPLIER ID *
CHARTSTRING *	TERM OF CONTRACT * Select...
QUOTE/REFERENCE #	TOTAL * USD

Business Purpose/Justification:
*

Attach FWD report or funding source memo here

* Click to Attach FWD or Memo

Check this box if submitting an amendment; provide existing PO or Contract #

Signatures
Budget Office Approval _____ VP Admin/CFO Approval _____

Name/Title _____ Date _____ Name/Title _____ Date _____

- Input your name and date:

SACRAMENTO STATE
Budget Planning & Administration

Submitted By: *

Submitted Date: *

Authorization to spend \geq \$250,000

When to use this form:
Submit this form when initially requesting approval to spend \$250,000 or more; or when amending an existing

- Complete mandatory fields:

and Fiscal Year is equal to 2022

SUPPLIER NAME *

SUPPLIER ID *

CHARTSTRING *

TERM OF CONTRACT *

QUOTE/REFERENCE #

TOTAL *

USD

Business Purpose/Justification: *

Attach FWD report or funding source memo here

Click to Attach FWD or Memo

Check this box if submitting an amendment; provide existing PO or Contract #

Term of C

TERM OF CONTRACT

*Select...

Select...

Current Year

Multi-Year

Keep to 3 lines.
AdobeSign will
cut off if longer

- Add attachments:

Attach FWD report or funding source memo here

* Click to Attach FWD or Memo

Amendment checkbox

Check this box if submitting an amendment; provide existing PO or Contract #

Click to Attach Amendment Attachment

- FDW should show full chartstring with budget:

Dept Fdescr	Fund Fdescr	Acct Fdescr	Current Budget	Actuals	Encumbrances	Balance Available	% F Y
580000	MDS01 - General Operating Fund	660017 - Advertising/Promotional Pbictn	580,000.00		0.00	580,000.00	
		660009 - Training-Professional Develop			0.00		

- Click submit
- Once signed by the Budget Office and CFO, attach to the requisition in CFS

Budget Updates

- New budget transfer instructions and form available on [ABA Forms page](#)
- New position management information posted on main [Budget Planning & Administration page](#)

Budget Planning & Administration

[Budget Planning & Administration](#) partners with numerous campus entities, including the President, to develop and the Campus Operating Budget. They also ensure compliance and transparency by producing the university's annual report. They can be reached [here](#) EMAIL.

Form	Revision Date
Budget Transfer Instructions	February 2023
Budget Transfer	February 2023

Position Management Information

- [Policy](#)
- [Guidelines PDF](#)
- [Position Vacancy Extension Request PDF](#)
- [FAQs PDF](#)

Contact Info

- Questions on forms or Position Management
 - General inbox: bpa-01@csus.edu
- Questions on FDW or budget justification for PO's
 - Diana Lynch: d.lynch@csuc.edu

Questions?