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## Workflow – Request DOA in DOA 360

### Step 1: Submit a CARS Request

Enter a CARS request through OnBase:

<https://onbase.csus.edu/>

If you have multiple Department IDs, please create and attach [this form](#). Instructions for this form available [here](#).

### Step 2: Indicate DOA Requirement

If the user requires **Delegation of Fiscal Authority (DOA)**:

- Select “**Yes**” from the dropdown for “**Add Delegation of Fiscal Authority**”
- Add or remove the applicable **Department IDs**
- Select the required **DOA authorization level(s)**

### Step 3: DOA Approval Routing

Prior to the implementation of **DOA 360**, a direct supervisor could approve DOA requests. With the new DOA levels, the final approver for CARS requests involving fiscal authority has been confirmed with campus partners and should follow the structure below.

<b>Approver</b>	<b>Division</b>	<b>Title</b>
<b>Nikki Khamsouksay</b>	President’s Office	Deputy Chief of Staff
<b>Nick Hodge</b>	President’s Office	Backup approver if Nikki Khamsouksay is unavailable
<b>Academic Affairs</b>	Academic Affairs	Provost’s Office or an Associate Dean/Dean of the respective college
<b>Shannon Aigner (Interim)</b>	Student Affairs	Director of Student Affairs Shared Business Resource
<b>Mark Hendricks</b>	IRT	VP & CIO
<b>Michael Reza</b>	University Advancement	VP of Advancement
<b>Machelle Martin</b>	Office of Human Resources	VP, People & Culture
<b>Angel Thayer-Smith &amp; Margaret Hwang</b>	ABA	Director of Administrative Finance and Chief of Operations

Additional information on DOA levels can be found here:

[Delegation of Fiscal Authority | Sacramento State](#)

#### **Step 4: If You Cannot Assign the Correct DOA Approver**

If you are unable to route the request to the appropriate DOA approver:

- Refer to [CARS Information Tables | Sacramento State](#)
- Review the list of **Designated Department CMS and CFS Requesters (CARS)**
  - These individuals have **override authority** to assign DOA requests to the appropriate approver