
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.

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