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## EFFECTIVE DATE – October 1, 2011

### Introduction

The purpose of this guideline is to ensure financial responsibility and accountability for expenditures made on behalf of San José State University.

The delegation of authority for approval of financial expenditures is limited to Approving Officials. Approval Officials are defined as management level staff consisting of MPP level employees and department chairs.

Exceptions may be granted with written approval by the Provost for the Academic Affairs Division; however, no exceptions to the delegation of authority will be made for approving Direct Pay purchases, ProCard/GoCard Adjustment Reports, or Travel. All other exceptions must be approved by the Vice President for Administration and Finance.

Financial expenditures must be approved in accordance with CSU and SJSU policies and procedures.

**Please note:** *Delegation of Authority for Approval of Financial Expenditures is **not the same as** [Delegation of Authority to Contract](#). Delegation of Authority to Contract is sub-delegated by the campus president to the Contracts and Procurement teams; these are the only individuals who have the authority to sign contracts, quotes, agreements, memorandum of understanding (MOU) memorandum of agreement (MOA), letter of intent (LOI), or any contractual document on behalf of the university. Refer to [PolicyStat 14073723](#) for more information.*

### Applicability

The expenditures governed by this policy include, but are not limited to:

- Change Orders
- Direct Pays
- Employee Reimbursements
- GoCard Adjustment Reports
- Petty Cash
- ProCard Adjustment Reports
- Requisitions
- Travel Authorization
- Travel Reimbursements
- Wireless Device Program

Expenditures not governed by this policy include, but are not limited to:

- Budget Transfers
- Expense Transfers
- Hospitality Payments
- HR Expense Adjustments

## Approving Financial Expenditures

The approval process for financial expenditures depends on the transaction type. In most cases, Approving Officials will approve financial transactions in one of two ways: approving a transaction in [Financial Transaction Services](#) or approving a transaction with a manual review and signature.

Approving Officials may not approve transactions that involve reimbursements for themselves, an immediate supervisor, or any upper management in their reporting structure.

<b>Transaction Type</b>	<b>Approval Process</b>	<b>Level of Approval</b>
<a href="#">Change Order</a>	Email notification	Approving Official
<a href="#">Direct Pay</a>	Financial Transaction Services	Approving Official (no exceptions)
<a href="#">Employee Reimbursement</a>	Financial Transaction Services	Approving Official
<a href="#">GoCard Adjustment Report</a>	Manual review and signature	Approving Official (no exceptions)
<a href="#">Petty Cash</a>	Manual review and signature	Approving Official
<a href="#">ProCard Adjustment Report</a>	Manual review and signature	Approving Official (no exceptions)
<a href="#">Requisition</a>	Financial Transaction Services	Approving Official
<a href="#">Wireless Device Program</a>	DocuSign	Approving Official and Vice President

## Travel Expenditures

The approval process for travel expenditures is based on the destination. Travel must be fully approved in [Financial Transaction Services](#) ahead of making non-cancellable travel arrangements.

Transaction Type	Approval Process	Level of Approval	Transaction Type
<a href="#">Travel Authorization</a>	Domestic In-State	Financial Transaction Services	Approving Official (no exceptions) and Associate Vice President (except Academic Affairs, where Deans are the highest level required)
	Domestic Out-of-State	Financial Transaction Services	Approving Official (no exceptions) and Vice President (except Academic Affairs, where Deans are the highest level required)
	<a href="#">Domestic Lodging Rates Exceeding \$275</a>	DocuSign and upload to Financial Transaction Services	Approving Official (no exceptions) and Associate Vice President (except Academic Affairs, where Deans are the highest level required)
	International	Financial Transaction Services	Approving Official (no exceptions), Vice President, and President (for Academic Affairs: Approving Official, Dean, Provost, and President or his/her designee)
<a href="#">Travel Reimbursement</a>	Domestic <b>and</b> International	Financial Transaction Services	Approving Official (no exceptions)

## Exclusions to the DAAFE

These following transactions involve expenses that have previously posted to our general ledger or are internal payments between university departments. We do not apply the DAAFE policy to these transactions.

Transaction Type	Approval Process	Level of Approval
<a href="#">Budget Transfer</a>	Financial Transaction Services	Department staff granted access
<a href="#">Expense Transfer</a>	Financial Transaction Services	Department staff granted access
<a href="#">Hospitality Payments</a>	Financial Transaction Services	Department staff granted access
<a href="#">HR Expense Adjustments</a>	Financial Transaction Services	Department staff granted access

## Annual Security Audit

All Financial Transaction Services approval access must be reviewed and approved by the appropriate department head for each service group and division [Finance Advisory Council](#) Representative on an annual basis. Additionally, access to the Financial Transaction Services is reviewed as a part of the [employee clearance process](#) to ensure only current employees have access to approve transactions.

## Training

Approving Officials are required to complete FIN201 Finance Overview for Managers training, prior to gaining access to approve Financial Transaction Services transactions. Enroll in a session using the [Finance and Business Services Training Request Form](#).

## References

- For detailed information on each transaction type, please see [Ways to Pay](#).
- For SJSU's travel policy, refer to the [Travel Guide](#).
- For SJSU's hospitality policy, refer to the [Hospitality Guidelines](#).

Please contact FinanceConnect at 4-1558 or [financeconnect@sjsu.edu](mailto:financeconnect@sjsu.edu) with any questions regarding this guideline or the Annual Security Audit.