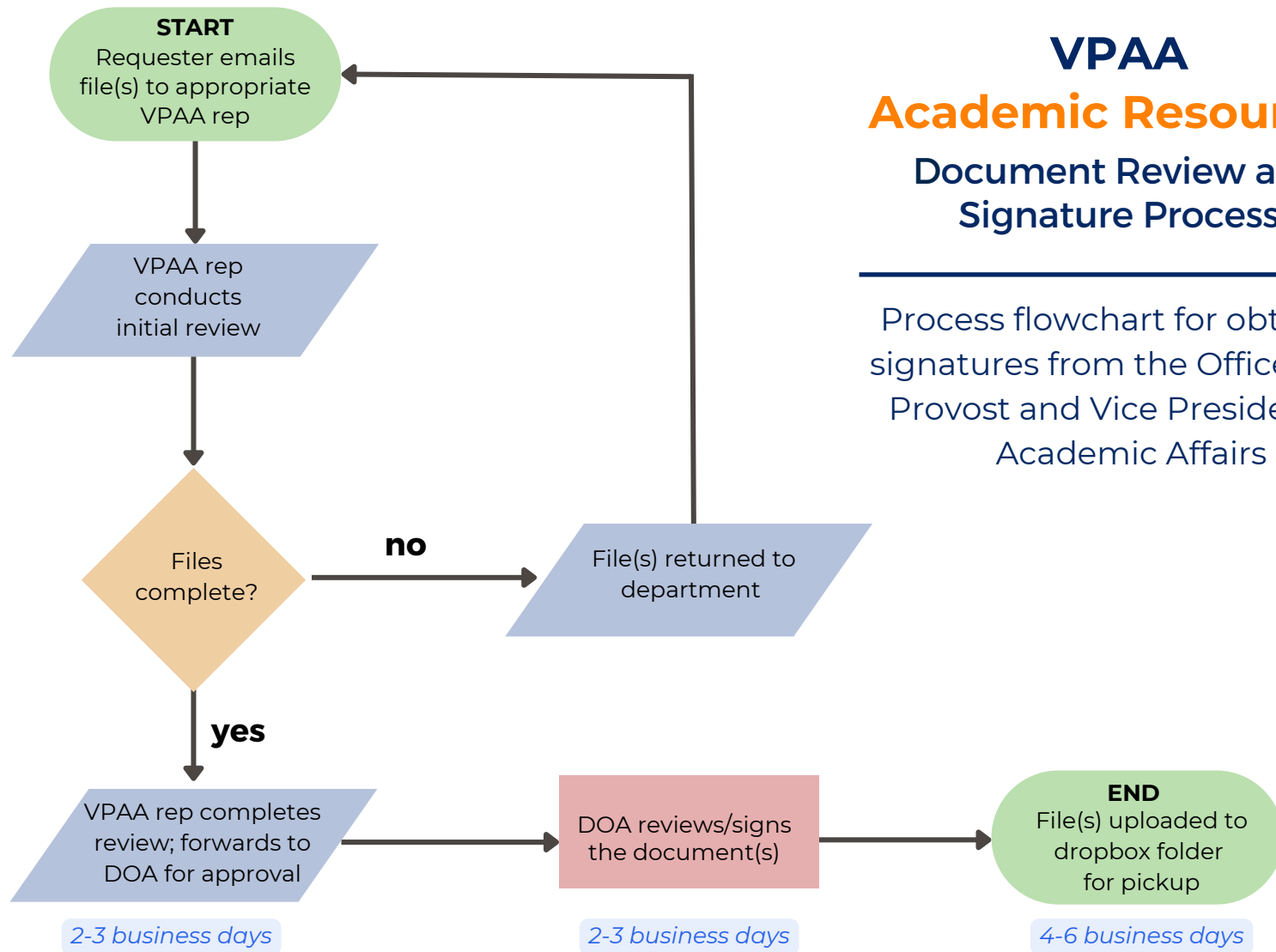


VPAA
Academic Resources
**Document Review and
Signature Process**

Process flowchart for obtaining
signatures from the Office of the
Provost and Vice President for
Academic Affairs



VPAA - Budget/Fiscal Document Review and Signature Process

Chart of Representatives and Assignments - Who Reviews, Signs, and Picks Up Documents

Step	Action	Business Days
1	Requester emails VPAA representative directly	-
2	VPAA representative conducts review	2-3
3	VPAA Delegation of Authority (DOA) approval	2-3
4	Uploaded to College/Unit Folder for pick up ¹	-
Process Should Not Exceed Total # of Business Days²		4-6

VPAA Rep (Reviews)	VPAA DOA (Signs)	College/Unit	College/Unit Primary Rep (Picks Up) ³
Lan Tran	Sharon Ting	CBE	Sabrina Roche
		COE	Alicia Wagner
		NAGPRA	Megan Lonski
		ORSP	Kaylee Grider
		VPAA - Admin Operations	Vita McCoy
Lan Tran	Sharon Ting	Extension	Addison Jones
		International Programs	Sandy Wong
		NSM	Mandy Villagran
		Project Rebound	Naseem Alshaif
Lan Tran	Gina Byun	Academic Programs	Katrina Negrete
		CCOM	Crystal Barnett
		ECS	Tanya Hinh
		FAR	Kelly Marconi
		LIB	Yari Smith
Lan Tran	Gina Byun	COTA	Chris Johnson
		HHD	Ivan Munguia
		HSS	Pat Balderas
		Registrar	Jason Huang
		Student Academic Support	Katrina Negrete

¹ Folder pathway: Dropbox (CSU Fullerton)\VPAA Signature Folder - College/Unit Name

² During non-peak periods

³ Primary rep may add additional dept reps to the folder; opt in/out to receive notification when a new file is uploaded (Dropbox settings)

VPAA - Budget/Fiscal Document Review and Signature Process CHECKLIST

Please use this checklist to ensure all documents are thoroughly reviewed before submission to the VPAA Academic Resources team for approval.

ALL DOCUMENTS	
<input type="checkbox"/>	Budget Analyst/ARM Review Ensure all documents are reviewed and signed/initialed by the College/AVP unit's Budget Analyst or ARM.
<input type="checkbox"/>	MPP Approval All documents must be reviewed and signed by a Manager (MPP). Note: Department Chairs are not authorized to sign as approvers.

D11	
<input type="checkbox"/>	Pre-approval All D11 forms must be pre-approved before the event date and before any purchases are made. If submitting an after-the-fact D11, a justification memo is required.
<input type="checkbox"/>	Supporting documents Attach all relevant supporting documents, such as quotes/estimates or event flyers (if available).
<input type="checkbox"/>	Funding sources If State-funded, provide the department ID and fund code. If Auxiliary-funded, provide the account number.
<input type="checkbox"/>	Food and beverage Include a list of attendees or an event flyer for large events (e.g., campus-wide) and the cost per person (per meal).
<input type="checkbox"/>	Food and beverage - Exceed maximum rates per CSUF Hospitality Policy A justification memo is required if food and beverage costs exceed the maximum rates outlined in the CSUF Hospitality Policy.

TRAVEL REQUEST (Foundation/ASC)	
<input type="checkbox"/>	Pre-approval Submit all travel requests (TRs) 4-6 weeks before the departure date (6-8 weeks for international travel). If submitting an after-the-fact TR, a justification memo is required.

Updated: August 2024

VPAA - Budget/Fiscal Document Review and Signature Process

Documents routed to VPAA – Academic Resources

Types of forms that are routed to VPAA, Academic Resources, for review and signature

Operating Fund/State-side

- D11s
- Scholarship request form
- Lost/missing receipt form (Provost direct reports)
- Chartfield request forms
- Request for Reimbursed Released Time (RRRT)
- Certification for Reimbursement of Moving/Relocation Expenses
- Various state p-card applications (instant card, p-card, DB, etc.) - when VPAA approval is required

Foundation/CSFPF

- Foundation account set-up forms
- Foundation p-card application
- Foundation p-card packets (Provost direct reports only)
- Foundation purchase requisitions (when VPAA is the primary account signer)
- Foundation travel requests/expense claims (Provost direct reports)

ASC

- ASC account set-up forms
- ASC p-card application
- ASC p-card packets (Provost direct reports)
- ASC purchase requisitions (when VPAA is the primary account signer)
- ASC travel requests/expense claims (Provost direct reports)
- ASC Personnel Transaction Report (Provost direct reports)