Resource and Financial Management Training

Resource Planning & Budget



LEARNING OUTCOMES

- Understand the meaning of Delegation of Authority
- How CSUF tracks
 Delegation of Authority
- Forms used



Elements of Delegation

- Authority: The ability to approve a transaction or perform a task
 - Top to Bottom
- Responsibility: To complete an action
 - Bottom to Top
- Accountability: To be responsible for the result of an action



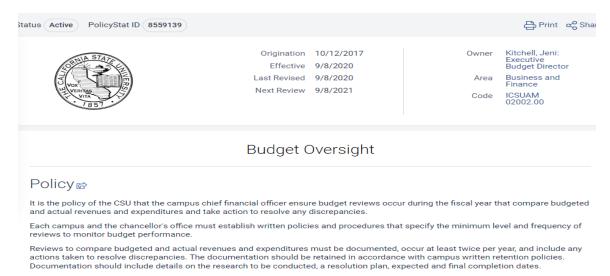
Results of Delegation

- **Authority:** This can be delegated down the chain of command allowing others to perform tasks.
- Accountability: This ultimately remains at the top of the organization. The delegator is always accountable for the actions of the organization they oversee.



Budget Oversight Policy

(Policy ID: 8559139)



References 🕏

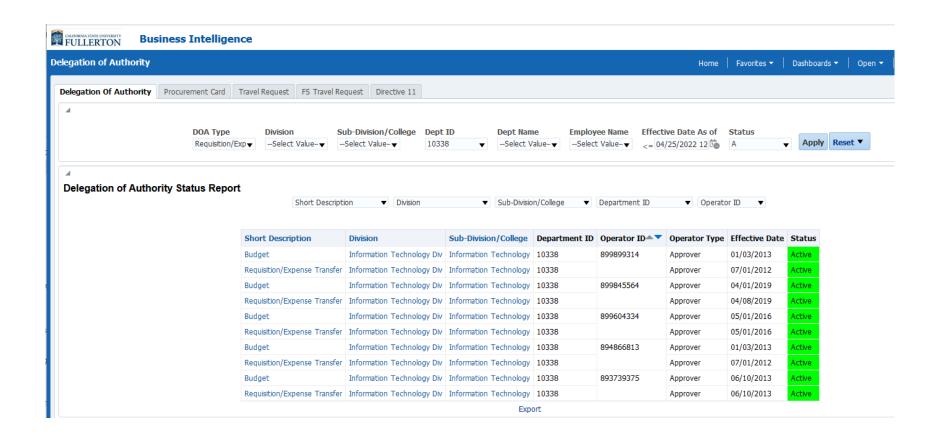
- · California State Auditor Report 2016-122, April 2017
- · Parts d. and h. of Section VI of the Standing Orders of the Board of Trustees of the California State University
- Education Code, Division 8, Part 55, Chapter 6, and Article 2 §89720 et seq. and Article 4 §89756
- Executive Order 1000 Delegation of Fiscal Authority and Responsibility

Authority ≥

This policy is issued pursuant to Section II of the Standing Orders of the Board of Trustees of the California State University, and as further delegated by the Standing Delegations of Administrative Authority.

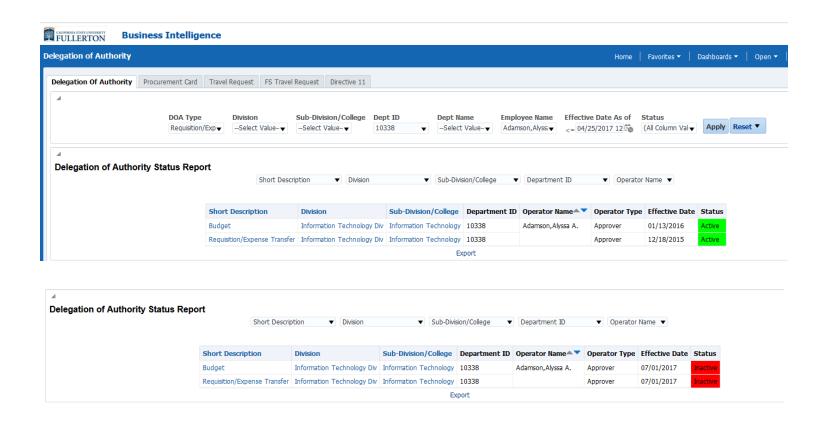


CSUF DOA Reporting





Date Range of Authority





Forms: Finance DOA



Finance DOA



California State University, Fullerton Delegation of Authority Form

Access and Compliance Form

Use this form to delegate administrative responsibilities in connection with departmental financial transactions

Form ID

Approval Status

			In Progress
Employee Information			
* Employee ID: (CWID)		* Campus E-mail	
* First Name		* Last Name	
* Department Name		* Department ID	
* Title		* Campus Extension	
* Division		* Appropriate Administrate	pr
	* Employee ID: (CWID) * First Name * Department Name * Title	* Employee ID: (CWID) * First Name * Department Name * Title	* Employee ID: (CWID) * Campus E-mail * First Name * Last Name * Department ID * Title * Campus Extension

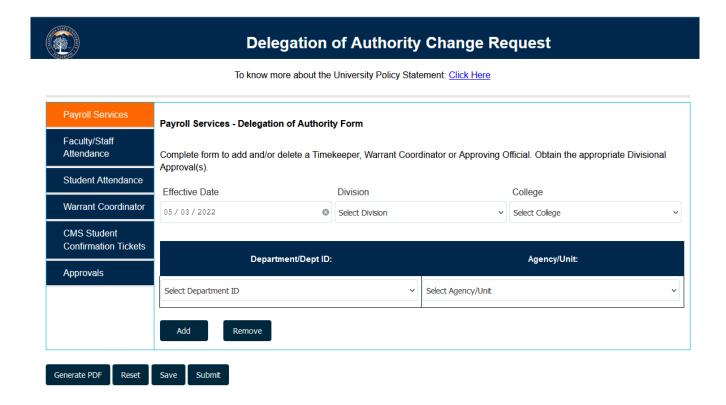


Forms: Payroll Services





DOA Form: Payroll Services





Questions?

contact: budget@fullerton.edu

