



## MEMORANDUM

DATE: April 24, 2023

TO: Campus Community

FROM: Heather Macaulay, Interim Senior Director and Controller

CC: Mike Chavez, Interim Associate Vice President of Business and Financial Services

SUBJECT: Delegation of Authority and Chartfield Request Forms

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### **Purpose**

This memo serves as a reminder of the processes related to Delegation of Authority and Chartfield Request Forms.

### **Background**

Delegation of Authority and Chartfield Request Forms are required for one or more of the following reasons:

1. Department is requesting a new chartfield.
2. Department is requesting an existing chartfield be modified or inactivated.
3. There are changes in the delegation of fiscal authority and responsibility to an established chartfield.

If a department would like to request a new chartfield or modify an existing chartfield, the Delegation of Authority and Chartfield Request Form should be completed in line with the form instructions.

### **Delegation of Authority – President and Chief Financial Officer**

In accordance with CSU Policy Executive Order 1000 Delegation of Fiscal Authority and Responsibility, the campus President is delegated authority and responsibility for effective oversight of all state funds held by the campus and all funds held in a fiduciary capacity; and the campus Chief Financial Officer is delegated the primary campus financial officer in respect to administration of these delegations of authority and responsibility.

Based on the CSU Policy Executive Order 1000, the President and Chief Financial Officer are automatic signers on every chartfield. Therefore, a Delegation of Authority and Chartfield Request Form is not required for the two designated officials.

#### **Financial Services**

California State University, Bakersfield  
9001 Stockdale Hwy. • Bakersfield, CA 93311

### **Delegation of Authority – other**

All other delegation of authority should be assigned consistent with the CSU Policy and University fiscal and budgetary practices.

### **Delegation of Authority – signature authority**

Each year, the president and vice presidents shall issue a memorandum that designates signature authority on their behalf for routine business matters pertaining to their duties while they are away from campus. The memorandum will be used as supporting documentation if instances arise in which an alternative signer is required.

### **Delegation of Authority – permanent changes**

When there is a permanent change to delegation of authority due to a new president, vice president, or other administrator (i.e., associate vice president, administrator, dean, department chair, grant primary investigator or grant program director), a Delegation of Authority and Chartfield Request form is required.

**President and Vice Presidents** – When there is a new President or Vice President, the financial services department will utilize the campuswide announcement to initiate a Delegation of Authority and Chartfield Request form and will update every applicable chartfield. No action is necessary by the division.

**Other Administrators** – The appropriate division or department should submit to accounting one Delegation of Authority and Chartfield Request form that includes a listing of every chartfield that should be updated with the new signature authority. A copy of the campuswide announcement should be included with the form as supporting documentation. The Delegation of Authority and Chartfield Request form should be signed by the appropriate authority based on existing Delegation of Authority and routed to the financial services department.

Please refer to the Delegation of Authority and Chartfield Request form instructions for further information.

If you have any questions or concerns about this notice, please contact the following departments based on the Delegation of Authority for the business unit:

Campus Accounting – BKCMP: [accounting@csub.edu](mailto:accounting@csub.edu)

Associated Students – BKASI: [studentaffairsaccounting@csub.edu](mailto:studentaffairsaccounting@csub.edu)

Student-centered Enterprises – BKSTU: [studentaffairsaccounting@csub.edu](mailto:studentaffairsaccounting@csub.edu)

Sponsored Programs Administration – BKSPA: [spapostaward@csub.edu](mailto:spapostaward@csub.edu)

Foundation – BKFDN: [foundationaccounting@csub.edu](mailto:foundationaccounting@csub.edu)