CSUSB has a responsibility to conduct business in good faith: demanding honesty and ethical practices from all participants in the purchasing process. As public employees and purchasing professionals, we owe the State, the University and our institutions our best, unbiased judgment every time we expend their money and/or act on their behalf.

In an effort to eliminate and/ or mitigate the potential for fraud or error and to maintain internal controls, Requisition entry (Requestor) and Requisition approval (Approver) has been segregated into two distinct functions. A single user cannot be both a Requester and an Approver.

An Approver is a designated individual in a supervisory position to the Requestor who will be responsible for reviewing and approving all Requisitions entered by the Requestor.

The appropriate department or college administrator must identify themselves as an Approver or delegate the authority to approve requisitions on their behalf to another individual. Approval authority extends to all chartfield combinations under the signature authority of the Authorizing individual. All approvals under this delegation will be considered as if the administrator were approving it on his or her own.

When identifying an Approver (whether self or delegated), the following must be taken into account:

- The CSU is covered by the Financial Integrity and State Manager's Accountability Act (FISMA, Government Code 13400 et seq.), which requires separation of duties for financial transactions. These requirements can be found in the State Administrative Manual (SAM, chapter 8080).
- The Approver is not an immediate family member of the Requestor. Per HR 2004-18, an immediate family member is defined as a close relative including: parent, child, grandparent, grandchild, sibling, uncle, aunt, nephew, niece, first-cousin, spouse, registered domestic partner, step-parent, step-child, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law and by guardianship and/or adoption or a person residing in the immediate household except live-in household employees or roomers.
- If delegating approving authority, it is recommended delegation go to a Budget Analyst or a similarly responsible staff member who is familiar with department accounts, funds, needs, etc.
- An Approver will not have access to enter requisitions. If the need ever arises for the Approver to become a Requestor, access to approve requisitions will be removed.
- These requirements apply to all Business Units.

REQUISITION APPROVAL AUTHORIZATION

Instructions: The appropriate department or college administrator is required to complete this form. Either they must identify themselves as the "Approver", which will require them to approve each purchase requisition initiated from their department in PeopleSoft, or they must delegate the authority to submit requisitions on their behalf to another individual. Approvals under this delegation will be considered as if the administrator were approving it on his or her own.

THE APPROVER MUST NOT BE THE SAME PERSON AS THE SUBMITTER

Return to Procurement and Contracts, SH-125, or email to aberan@csusb.edu when complete.

Approver: _____

Approver MyCoyote ID: _____

The Approver named above is hereby authorized to approve requisitions entered by the following Requestors:

First Name	Last Name	MyCoyoteID

By agreeing to serve as the Approver for the above listed Requestor(s), I agree to abide by the guidelines noted and certify that there is no conflict of interest.

Approver Signature: _____

Name: _____

Title: _____ **Date:** _____

The above individual is authorized to approve requisitions in Peoplesoft or whatever electronic workflow situation is currently in use. Approval authority extends to all chartfield combinations under my signature authority.

Authorized by MPP (name): _____

MPP Signature: _____

Title: _____

Date: _____