

Documents Submitted for Central Academic Affairs Approval

Please ensure documents requiring Central Academic Affairs approval are submitted through Adobe Sign using the correct approval flow. Printed documents and PDFs sent via email will not be accepted and will be returned to the sender with the correct Adobe Sign approval flow.

Below are the different approval flows for documents:

Documents with an Account/Chartfield String:

1. **Your areas approval flow**
2. **Daniela Moreno** - Approver (verify account chartfield string, please add a field for initials next to chartfield string)
3. **Jenna Aguirre** - Approver (Review document for Provost, please add a field for initials next Provost's signature area)
4. **Provost** - Final Signer

CC: Janette Garcia
 AJ Hernandez

Documents with NO Account/Chartfield String:

1. **Your areas approval flow**
2. **Provost** - Final Signer

CC: Janette Garcia
 AJ Hernandez

Documents for Jenna Aguirre's approval (No Provost):

1. **Your areas approval flow**
2. **Daniela Moreno** - Approver (verify account chartfield string, please add a field for initials next to chartifeld string)
3. **Jenna Aguirre** - Signer

CC: AcademicBudgetandPlanning@csusb.edu

Other Documents/Forms

CSU Recruit (PageUp):

- The Approval Process Section
 - VP/VP Delegate: **Jenna Aguirre**

For a status update on your pending PageUp recruitment under the VP/VP Delegate queue, please email Joselyn Yap at jyap@csusb.edu.

Unauthorized Purchase Explanation/Certification (UPEC)

- Above the required signature section for Division VP:
 1. **Jenna Aguirre** - Approver (Review document for Provost, please add a field for initials next to Provost's signature area)
 2. **Provost** - Final Signer

CC: Janette Garcia
 AJ Hernandez

Direct Pay Form (DPF):

Dean/Director/MPP Personal Reimbursement

1. Requestor Info and Approval to Pay Section:

- Reports To Approver Full Name and Reports To Approver Coyote ID will **auto-populate** to Provost Rafik Mohamed and his Coyote ID #.

2. Enter the following workflow:

- First Approver:
 - Full Name: Rafik Mohamed
 - Title: Provost and Vice President for Academic Affairs
- Secondary Approver:
 - Full Name: Jenna Aguirre
 - Title: Chief of Staff, Academic Affairs/Director, Academic Budget & Planning

3. Email the Submission Confirmation to:

- Daniela Moreno at daniela.moreno@csusb.edu
- CC: Janette Garcia at jygarci@csusb.edu and AJ Hernandez at afernand@csusb.edu

Sample Email:

Submission Confirmation: [Direct Pay](#) Form #5572

No Reply - CSUSB
To: [Joselyn Yap](#)

 Accounts Payable

 [Direct Pay Form](#)
Request #5572

Dear Joselyn Yap,
This is an automated message to inform you that your [Direct Pay](#) Form request has been successfully submitted. The request will be forwarded to the designated approver(s) for review and approval, and then to Accounts Payable for payment processing.

Please note that if the request is not approved by an approver within 14 calendar days, it will be returned, and you will need to submit a new request.

You can review the request by visiting the support portal link below:
[Direct Pay Form #5572](#)

3. An email confirmation will be sent to requestor once form is approved.

Dean/Director/MPP Host

1. Requestor Info and Approval to Pay Section

- First Approver:
 - Full Name: Rafik Mohamed
 - Title: Provost and Vice President for Academic Affairs
- Secondary Approver:
 - Full Name: Jenna Aguirre
 - Title: Chief of Staff, Academic Affairs/Director, Academic Budget & Planning

NOTE: “Reports To Approver Full Name” and “Reports To Approver Coyote ID” will not auto-populate, unless payee is also the host. Otherwise, leave blank.

2. Email the Submission Confirmation to:

- Daniela Moreno at daniela.moreno@csusb.edu
- CC: Janette Garcia at jygarcia@csusb.edu and AJ Hernandez at ahernand@csusb.edu

3. An email confirmation will be sent to requestor once form is approved.

Hospitality Worksheet

Dean/Director/MPP Host – Approval Workflow

1. Review and Approvals Section

- First Approver:
 - Full Name (will auto-populate to direct report to): Rafik Mohamed
 - Title: Provost and Vice President for Academic Affairs
- Secondary Approver:
 - Full Name: Jenna Aguirre
 - Title: Chief of Staff, Academic Affairs/Director, Academic Budget & Planning

Proposed Chartfield and Budget Approver Section

- Chartfield Approver Full Name: (see below)
 - *For colleges, enter your college analyst's information.*
 - *For non-college units, enter your department's budget analyst/coordinator's information.*

2. Email the Submission Confirmation to:

- Daniela Moreno at daniela.moreno@csusb.edu
- CC: Janette Garcia at jygarcia@csusb.edu and AJ Hernandez at ahernand@csusb.edu

3. An email confirmation will be sent to requestor once form is approved.

Required VP Approval – Approval Workflow

(e.g., amount exceeds allowable threshold)

1. Review and Approvals Section

- First Approver:
 - Full Name (will auto-populate to direct report to): TBD
 - Title: TBD
- Secondary Approver:
 - Full Name: Jenna Aguirre
 - Title: Chief of Staff, Academic Affairs/Director, Academic Budget & Planning
- VP Approval:
 - Full Name: Rafik Mohamed
 - VP Title: Provost and Vice President for Academic Affairs

Proposed Chartfield and Budget Approver Section

- Chartfield Approver Full Name: (see below)
 - *For colleges, enter your college analyst's information.*
 - *For non-college units, enter your department's budget analyst/coordinator's information.*

2. Email the Submission Confirmation to:

- Daniela Moreno at daniela.moreno@csusb.edu
- CC: Janette Garcia at jygarcia@csusb.edu and AJ Hernandez at ahernand@csusb.edu

3. An email confirmation will be sent to requestor once form is approved.

ATTENTION: Forms that require the President's approval/signature—please contact Janette Garcia at jygarcia@csusb.edu and/or AJ Hernandez at ahernand@csusb.edu for more information.

**Note: These are subject to change.*