CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO
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www.csusb.edu

# Documents Submitted for Central Academic Affairs Approval

Please ensure that documents that require Central Academic Affairs approval are submitted through Adobe Sign using the correct approval flow. Printed documents and PDF's sent via email will not be accepted. These documents will be returned to sender along with the correct Adobe Sign approval flow for you to use.

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

IMPORTANT NOTE: For the CSU Recruit items, please ensure that Jenna Aguirre is listed as the approver, as she is the Provost's delegate. Otherwise, the approval may be delayed.

## DIVISION OF ACADEMIC AFFAIRS

Last Update: 11/19/26