

APPROVING OFFICIALS – YOUR RESPONSIBILITIES

It's your job to make sure the expenses you approve are appropriate and in the best interests of the university.

San Jose State University's funding sources come primarily from state tax revenue and student fees. That being said, you, as an Approving Official, play a valuable role in ensuring proper management of university funds, resources, and assets. All university financial records are subject to public request through the California Public Records Act at any time.

APPROVAL PROCESS

When presented with an expenditure to approve, consider the following:

Does the expense...

1. serve a clear and justifiable business purpose?
2. appear to be necessary and reasonable?
3. request have adequate support documentation to allow a proper review?
4. have sufficient and appropriate funding?
5. transaction have the appearance of, or involve any conflict of interest?

Approval processes may differ depending on the transaction type. While most of our financial transactions are set up for approval within the Financial Transaction Services (FTS) system, a few transactions require a manual review and signature. Refer to [Delegation of Authority for the Approval of Financial Expenditures](#) for a list of Transaction Types.

REMEMBER! Approving Officials are not allowed to approve their own reimbursements, nor those of an immediate supervisor or upper management within their reporting structure. **BE AWARE!** Based on your range of approval authority, you may receive FTS approval notification emails regarding transactions you are not eligible to approve.

CONTRACTUAL COMMITMENTS

Delegation of authority to approve expenditures does not give Approving Officials the authority to enter into or sign contractual commitments or agreements of any kind. Contracts and Purchasing Services provides the expertise to assist with your needs in this area while protecting your interests and those of SJSU and the CSU.

RESOURCES

If you are unsure about any of the above, the Finance Service Group is here to help. Contact us with any questions about Finance policies/guidelines and processes at financeconnect@sjsu.edu or call 4-1558.

Other information:

- [Delegation of Authority for the Approval of Financial Expenditures](#): This guideline explains the fiscal role and responsibilities of the Approving Official.
- FinanceConnect Blog: Announcements related to Finance news, policies and process changes are issued through our blog. Subscribe now at [FinanceConnect Blog!](#)

QUESTIONS?

FinanceConnect
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