Procedure Guidelines and Business Process Guide

Department: Campus Wide

Procedure Title: UCP New Spending Fund DocuSign Walkthrough Guide

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Requestor Process (Requestors will now be able to track requests in their DocuSign dashboard):

1. Click on the UCP Spending Fund Agreement link to launch the DocuSign PowerForm.
2. Complete all of the required fields, marked with a red asterisk, entering each signer’s Cal Poly email address:

![PowerForm Signer Information]

Please designate the "Fund Director" and appropriate "Dean, Assoc. Dean, or Vice President" to approve this new fund request.
Optional: You can add an administrative/budget department reviewer if applicable. This department review occurs after the "Fund Director" has signed, but before it goes for final approval.

Please enter your name and email to begin the signing process.

Your Role: Requestor
Your Name: 

Your Email: youremail@calpoly.edu

Please provide information for any other signers needed for this document.
3. There is an optional field to add an administrative/budget department reviewer if applicable or required by your college. The department reviewer will receive the new UCP Spending Fund Agreement for review after the Fund Director signs the document:
4. After completing the signer information, click the “Begin Signing” button:

Role:
Dean/Assoc Dean/VP

Name:
Dean Name

Email:
deanemail@calpoly.edu

Begin Signing

5. You will receive an email from DocuSign with a link to the new UCP Fund Request Form:

DocuSign Demo System <dse_demo@docusign.net>
New UCP Fund Request Requires Approval

Please read these instructions prior to clicking link above.

Click the link in this email to launch the UCP Fund Spending Agreement Form in DocuSign to establish a new UCP Spending Fund. All of the information you put on the form will become a permanent record in the fund file. DocuSign requests cannot be modified. Incomplete and incorrect information will result in a declination of the request and a new request will need to be submitted in order to correct errors. The following checklist will help you fill out the form successfully.
Before you start completing the request form, please read the instructions provided in the email. Please make sure all information is complete and accurate since the form may not be modified after submission. All information entered becomes a permanent record of the fund. If there are any mistakes, the request will be declined and the agreement will need to be resubmitted.

6. Click on the link in the DocuSign email and sign in to DocuSign to begin the request.
7. Click the disclosure box to begin filling out the form:
8. Complete each required field in the red boxes. There are “Smart Tags” attached to each field to help explain what is necessary in each field:

![Image of a form with red fields and Smart Tags]

9. Documentation of donor intent for the gift(s) is required. Click on the attachment button to attach the Declaration of Gift Intent form or documentation describing the purpose and intent of the donor gift money, donor restrictions, and alternative uses of funds should the purpose become frustrated:

![Image of a form with red fields and an attachment button]
10. The Fund Expenses section records any restrictions the donor has placed on the gift money. Please note that the expenses checked are the expenses **NOT** allowed. Please include backup to show why expenditures are allowed and/or not allowed. The example below shows that the donor restricted the gift money by **not** allowing Hospitality, Scholarships, and Awards to be paid out of the new UCP fund:

![Fund Expenses Example](image)

11. Complete the transfer amount of gift money that will be transferred to initially set up the new UCP spending fund. The amount of the transfers from all sources will total at the bottom of the Fund Source section. A deficit fund number is required (usually a discretionary UCP fund):

![Fund Source Example](image)

12. List any authorized signers for the new UCP fund (optional):

![Signature Authorization Example](image)
13. Once all of the fields are complete, click the “Finish” button and the form will be sent to the Fund Director to review and sign:

![Form Image]

14. Optional: save a copy of the unsigned form for your records by clicking the “Show Document” button. A PDF version of the form will download for you to save or print:

![Show Document Button Image]

**Signer Process**

15. Each signer will receive an email, automatically generated from University Campus Programs. The signer needs to click on the “Review Documents” button in the email and login to DocuSign with their Cal Poly email. They will then login to their Cal Poly portal as prompted:
16. Each signer will review the document for accuracy. If approved, they will click on the “Sign” prompt which will import their signature:
17. A signer may choose to decline approval or to further review the document at a later time by clicking on the drop down field in the top right corner called “Other Actions”

a. If a signer declines to sign they must provide a reason:
Decline to Sign

Please provide a reason for declining:

Fund purpose does not match donor intent.

459 characters remaining

DECLINE TO SIGN  CANCEL
b. If a signer chooses to finish the document later, it will show in the signer’s DocuSign menu as an “Action Required” and in their Documents queue:

![DocuSign interface with Action Required alert]

18. If you have any questions about the form, please contact Netherly Martinek at ucp@calpoly.edu 756-5164.