Procedure Guidelines and Business Process Guide

Department: Campus Wide
Procedure Title: UCP New Spending Fund DocuSign Walkthrough Guide
Date: 05/01/2017

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Requestor Process:

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:
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:

5. Click the disclosure box to begin filling out the form:
6. 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:

7. 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:
8. 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 (our old form documented the expenses allowed so this is a noteworthy change to point out). 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
   Did the donor restrict any expense categories?  [ ] No (all expenses allowed)  [ ] Yes
   If yes, what expense categories are not allowed?
   [ ] Salaries: Faculty/Staff  [ ] Travel: Faculty/Staff  [ ] Scholarships (or other student assistance)
   [ ] Salaries: Student  [ ] Travel: Student  [ ] Awards
   [ ] Hospitality  [ ] Supplies/Equipment  [ ] Other

9. 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
   Cal Poly Corporation
   Org Key/Obj Code  Transfer Amt
   123455  1000
   Cal Poly Foundation
   Fund # Transfer Amt
   CP002  1000
   In the event of a deficit in this fund, list a University Campus Program (UCP) fund to transfer funds to cover the deficit:
   12345
   Total Initial Funding Amount: 1500.00

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

   SIGNATURE AUTHORIZATION
   List employees authorized to approve expenditures on this fund other than the Fund Director, Deans, and Associate Deans. Any expenditure involving reimbursement directly to the Fund Director requires approval from their supervisor.
   [ ] UCP Authorized Signer 1  [ ] UCP Authorized Signer 2  [ ] UCP Authorized Signer 3
   Name Name Name
   [ ] DEPARTMENT REVIEW
   Requestor Name
   Requester
   Dept. Reviewer

11. 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:
12. 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:

**Signer Process**

13. 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:
14. Each signer will review the document for accuracy. If approved, they will click on the “Sign” prompt which will import their signature.
15. 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:

Please provide a reason for declining:

Fund purpose does not match donor intent.

459 characters remaining
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:

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

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