



GO PAPERLESS | GO EFFICIENT

Business Operations developed strategic Bold Steps on February 27, 2017. This handout highlights the Delegation of Authority and Digital Signature initiatives.

Delegation of Authority

GOAL: Streamline the Delegation of Authority process by going paperless to reduce inefficiencies and improve productivity.

- **Establish** an effective system for accurately documenting the delegation of responsibilities
- **Maintain** proper internal controls and management
- **Simplify** and **reduce** the processing time for existing transactions

We put our existing system to work at no extra cost!

PROGRESS TO DATE:

- ✓ Drafted practice directive and corresponding procedure
- ✓ Working with IT to leverage CFS Delegation of Authority module

Estimated completion date range: **12/17 - 3/18**

Digital Signature Initiative

GOAL: Implement an e-signature tool for campus-wide use



- **Create** secure methods to capture electronic and digital signatures
- Safely **approve** and **manage** document-based transactions digitally that *aren't already implemented in a workflow*
- **Reduce** paper, time, and cost



PROGRESS TO DATE:

- **Research** which e-signature tool complies with CSU & CA requirements
- **Consult** with IT on security and technical criteria

Next Steps:

1. **Determine** the e-signature tool that is best suited for SF State
2. **Develop** practice directive and procedures for implementation