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

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

Date updated: July 3, 2017.