

Sonoma State University

Delegation of Fiscal Authority & Trust Fund Agreement
Reference: EO 1000 | Education Code §89721 | CSU CFS DOA 360

Trust Fund Name: _____

Section 1 – Trust Fund Information

Purpose of Trust Fund:		
Trust Fund Restrictions:		
Expected Duration: <input type="checkbox"/> Indefinite	End Date:	Department:
Disposition Upon Termination		Division/College:

Section 2: Fee Information

Fee Type:	<input type="checkbox"/> Course Fee <input type="checkbox"/> User Fee
Fee Amount:	
Request Type:	<input type="checkbox"/> New Fee <input type="checkbox"/> Addition to Existing Fee
Fee Advisory Committee Approval Required:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 3: Expense Type (Check all that apply)

- Student Travel
- Contractual Services
- Hospitality/Catering/Events
- Equipment ≥ \$5,000.00 (Cap)
- Equipment < \$5,000.00 (Non-Cap)
- Student Support

Other Operating Expenses (specify):

Section 4 – Authorized Signers (RT-Trust Fund)

Authorized Signer	Title	Employee Digital Signature	Level: 3 or 4

Section 5 – Acknowledgment & Approval

Role	Name	Signature	Date
Department Chair / Project Coordinator			
Dean / Administrator			
Associated Students Representative			
Approving Authority - Required			

President, Vice President, Associate/Assistant Vice President, or Senior Director

Section 6 – Financial Services Review

Administrative Fee (%):		Authorization Reference:	EO1000 / Ed Code 89721
FNAT Key:		Companion Fund:	
Reviewed by:		Date:	

Section 7 – Delegation of Fiscal Authority (DOA Structure)

Level	Role/Title	Max Limit	Name:	Date
Level 1	A&F VP/President	\$5,000,001 & Above	See CFS DOA 360	1/1/2026
Level 2	Division Vice President	\$500,001 - \$5,000,000	See CFS DOA 360	1/1/2026
Level 3	Dean/AVP	\$100,001 - \$500,000	See Trust Fund Agreement	
Level 4	Director/Sr. Director/Other	Up to \$100,000	See Trust Fund Agreement	

Include this Fund in CFS Delegation of Fiscal Authority 360 Module