TRUST FUND AGREEMENT PROCESS GUIDE

FISCAL AFFAIRS
REVISED 05/01/2019

Fiscal Affairs will no longer be accepting any Trust Fund Agreement requests through paper format effective July 01, 2019. Instead, we will be utilizing the DocuSign solution to facilitate this continuing process. The form is already live in DocuSign, so we highly encourage all requestors to start using it now.

TRUST FUND AGREEMENT OVERVIEW

Departments will initiate a Trust Fund Agreement process if:

I. The following changes occur on the Trust Fund Agreement:
   a. Department has a **new Trust Fund Manager**
   b. Department has a **new Trust Fund Administrator**
   c. Department has an **authorized signer change**
   d. Trust Fund Agreement is **expired** (effective for 5 Fiscal Years)

II. Departments need to set up a new fund
   a. It is noted that Department is only responsible to enter the **fund type** in the Fund Number field on the Trust Fund Agreement (For example, please enter TC for a new CEL fund)

**Trust Fund Accountant** will initiate a Trust Fund Agreement process if there is amendment to the existing Trust Fund Agreement. For more information about the Trust Fund Agreement process, please contact Trust Fund Accounting at trust@sfsu.edu.

For general inquiries about DocuSign, please go to DocuSign @ San Francisco State or contact qateam@sfsu.edu.
PROCEDURE

1. Initiator starts a Trust Fund Agreement process in DocuSign.
   a. If this is your first time logging on to DocuSign, please refer to these How-to-Guides.

2. After logging in, click New and then Use a Template in the drop down menu.

3. Click Shared Folders/Fiscal Affairs and then check the box Trust Fund Agreement. Click ADD SELECTED.
4. **Enter recipients’ information** (i.e. name and SFSU email address) to the routing.
   a. Changes in titles:
      i. Project Director is now referred to as Trust Fund Manager.
      ii. Project Dean is now referred to as Trust Fund Administrator.
      iii. Authorized Personnel is now referred to as Authorized Project Signer.

   b. Signing Order
      i. DO NOT modify the signing order
      ii. Fill in all required fields with the * symbol
         1. **Note 1:** the current default allows for four authorized project signers.
            If you need to add or remove signers for your form, please refer to the
            **Appendix: How to Add or Remove a Signer** at the end of this
            document for instructions

         2. **Note 2:** the Department Review field is an optional field created for a
            designated individual in your department to review the information
            that the initiator has input before it is received by Trust Accounting. If
            your department does not require Department Review, simply click
            the X to delete the field.
5. Modify Email Subject to all recipients.
   a. Replace [Fund Code] with the Fund Code value or prefix that is associated to this Trust Fund Agreement on the Email Subject.
   b. Initiator may also enter a customized message.
   c. Click SEND on the bottom left corner or SEND NOW on the bottom right corner if additional signers were added
6. Click **SIGN NOW** on the popup window.

7. Then, Click **CONTINUE** to begin filling out the Trust Fund Agreement below.
**NEW FUNDS** will require supporting documentation. You may attach the supporting documentation by clicking on the **PAPER CLIP SYMBOL** under Part 1-Account Purpose.
8. Once the initiator completes the form and clicks **FINISH**, a DocuSign email will be sent to the next recipient to review and sign the Trust Fund Agreement.

9. Associate Controller of Trust Fund Accounting will review the Trust Fund Agreement after the Trust Fund Manager, Trust Fund Administrator, and all the Authorized Signers have signed the agreement in **DocuSign**. Afterwards, the Trust Fund Accountant will forward the completed Trust Fund Agreement to the appropriate approvers for signature based on the fund type:
   a. TC Funds will require the approval of the CEL Finance & Budget Director, CEL Dean, and AVP of Fiscal Affairs.
   b. A&F Trust Funds will require the additional approval of the Associate Director for Financial Management, and VP of A&F/Chief Financial Officer.
   c. Other Trust Funds will require the approval of the Executive Director for Budget Administration & Operations and AVP of Fiscal Affairs.

10. Once the process has been completed, the approved Trust Fund Agreement will be emailed to the Initiator, Trust Fund Manager, and Department’s Business Manager. Departments may notify Trust Fund Accounting about the additional recipients of the approved Trust Fund Agreement. Furthermore, Trust Fund Accounting will forward the approved Trust Fund Agreement to the Imaging Control for archiving.
Appendix: How to Add or Remove a Signer

Departments may add additional Authorized Project Signers as needed if they have more than four authorized signers. Simply click ADVANCED EDIT then ADD RECIPIENT (below the last recipient) to add additional Authorized Project Signers for routing. However, the initiator must update the signing order to ensure that the Associate Controller of Trust Fund Accounting is the last person in the signing process. You may do so by dragging the dotted line next to the “Name” field.

The initiator must also change the numbers consecutively.
Departments may also remove a signer if they authorize less than four Project Signers. To do so, scroll your mouse to the right of the box of the authorized signer and click X to remove excess recipients, starting with Signer 4. Please repeat this step, if needed, to remove all excess authorized project signers.

Continue on to Step 5 after the above has been completed.