Cost Recovery Fund Transfer via DocuSign

University Accounting Service
Cost Recovery Fund Transfer Request

• Use to pay for goods and services provided by a campus department to another department

• Service Provider – Provides goods or services to a department

• Service Paying (Client) Department – Receiving goods or services from the Service Provider

• Users must have a DocuSign account setup
How to Login to your DocuSign Account

Login from DocuSign homepage
- https://docusign.sfsu.edu/
- Click Log into DocuSign
- Enter your SFSU email address and select Continue
- Enter your SFSU Global login Credentials and 2FA if required

Login via DocuSign Email Notification
- Select **REVIEW DOCUMENT** on your DocuSign email notification
- Enter your SFSU email address and select Continue
- Enter your SFSU Global login Credentials and 2FA if required
DocuSign Approval Workflow

- **Initiated by**: Service Provider
- **Received and completed by**: Paying Dept Contact/Host
- **Reviewed by**: Business Manager or Budget Administrator
- **Approved by**: DOA or ORSP GA
- **Reviewed by**: Trust Accounting if applicable
- **Reviewed by**: AP Hospitality if applicable
- **Processed by**: Accounting
Cost Recovery Request initiated by Service Provider
Step 1:

- Initiate the Cost Recovery Fund Transfer in DocuSign
- Select **Use a Template** on your DocuSign homepage
- Select **Cost Recovery Fund Transfer Request** template
- Click **ADD SELECTED**
Service Provider

Step 2:

 Fill in service provider and service paying department contact information

 Click **NEXT** and **SEND**

 Select **SIGN NOW**

 Click **CONTINUE**
Step 3:
- Complete required fields for **SERVICE PROVIDER** Section
- Select **Type of Request**
- Attach support documentations
- Click **FINISH**
Review and Process by Service Paying Department
Service Paying (Client) Department

Step 1:
- Department contact receives DocuSign email notification and reviews the cost recovery request
- Click **REVIEW DOCUMENTS** to log into DocuSign
Service Paying (Client) Department

**Step 2:**

- Department contact fills in **Business Manager/Budget Administrative Reviewer** and **DOA/ORSP GA Approver** information

- Click **COMPLETE AND SEND**

- Select **EDIT ENVELOPE** if you need to add an additional reviewer or approver
Service Paying (Client) Department

Step 3:

- Department contact completes required fields of **SERVICE PAYING DEPARTMENT** Section
- Complete **Hospitality Section** for catering service and attach documentations when applicable
- Click **FINISH**
Step 4:

- Business manager reviews and initials
- DOA approval signature
Questions & Assistance

- **Governmental Fund Accounting**
  - Cecilia Hemogeno, cmh@sfsu.edu, Extension 8-2390

- **Trust & Special Project Accounting**
  - Sofia Peng, xpeng@sfsu.edu, Extension 8-7138