



SACRAMENTO
STATE

Business Matters @ Sac State

TOPIC: Reminders – Obligating the University

DATE: July 16, 2024

TO: Campus Business Partners, Deans, Associate Deans, Department Chairs, Directors, and Managers

FROM: Gina Curry, Associate Vice President, Financial Services

We have all worked together to close out the year (fiscal and academic), and we are all gearing up to open the new year. This is a good time to remind folks who can, and who cannot, “obligate the university.”

University Obligation is when a university representative (staff, faculty, or administrators) makes a promise on the university’s behalf. This promise can be in the form of a contract, agreement, or the negotiation of any benefit, terms or conditions. Obligation can come in the form of an agreement or understanding (written or verbal) to pay money, offer facility usage, or cover expenses to non-university entities.

There are less than a dozen people on campus who have the authority to obligate the university. These are primarily our Procurement & Contract Services folks, the Chief Financial Officer (CFO), the University President, and a handful of others. MPPs, Deans, Chairs, faculty, and all staff (outside of Procurement) do not possess this authority.

So, please, as you and your leadership teams begin to spin up plans for the 2024/2025 year, make sure you are in contact with our Procurement & Contract Services department to prevent misunderstandings and inappropriate agreements. Please pass this information on to your leadership team as well.

If you have any questions regarding this gentle reminder, feel free to connect with us at either finsvcs-avp@csus.edu or aba-fins-procure@csus.edu. We are always here to help and offer review, guidance, or alternative suggestions.