

## **ADOBE SIGN GUIDE AND INSTRUCTIONS STATE TRUST ACCOUNT APPLICATION**

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### **INTRODUCTION**

The State Trust Account Application is available as a Workflow in AdobeSign. This guide is designed to provide instruction on how to complete the workflow in AdobeSign (beginning on page 2) and provide detailed instructions on the application process (beginning on page 5). To access the workflow, a user must have Sender access in Adobe Sign. If you do not have Sender access, please contact the IT Help Center.

**All signatures on the application must be the true facsimile (exact image) of the approver's actual signature.** This can be done using a smartphone or tablet. The application cannot be approved using the predefined signature font. For help setting up a permanent electronic signature that is stored in AdobeSign for later use (not Adobe DC or Adobe Pro), please contact the IT Help Center.

### **LOGGING IN TO ADOBE SIGN**

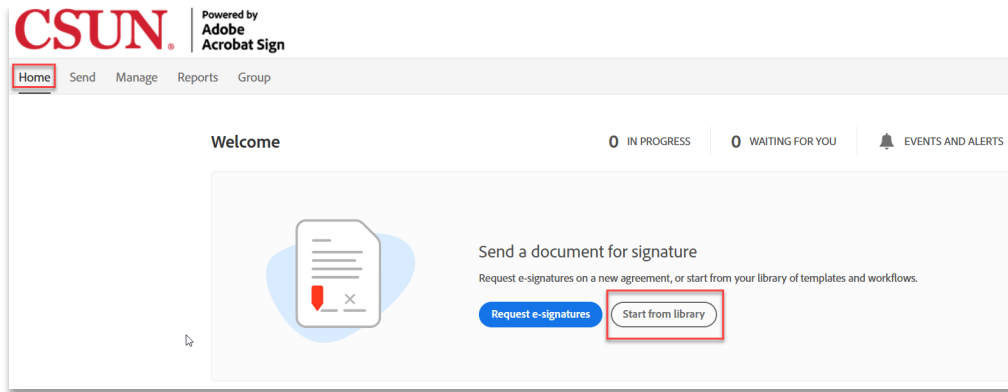
With your CSUN email address and password, click [here](#) to log in to Adobe Sign.

### **WHO DO I CONTACT FOR HELP?**

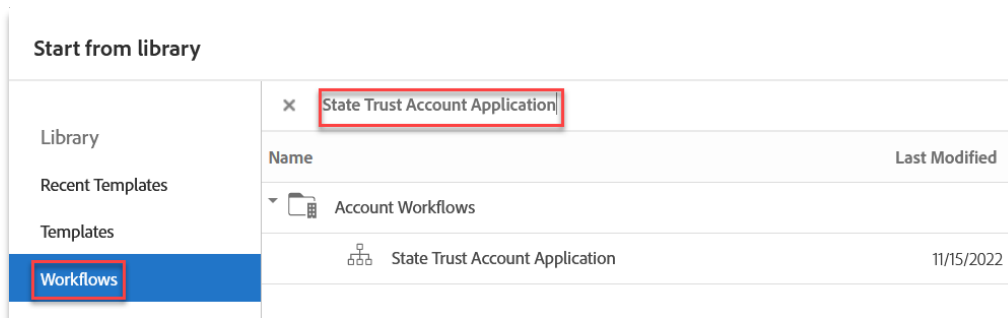
Create a [General Inquiry Request](#) to Solar Financials or email [solarfin@csun.edu](mailto:solarfin@csun.edu) for immediate assistance.

## ACCESSING THE WORKFLOW

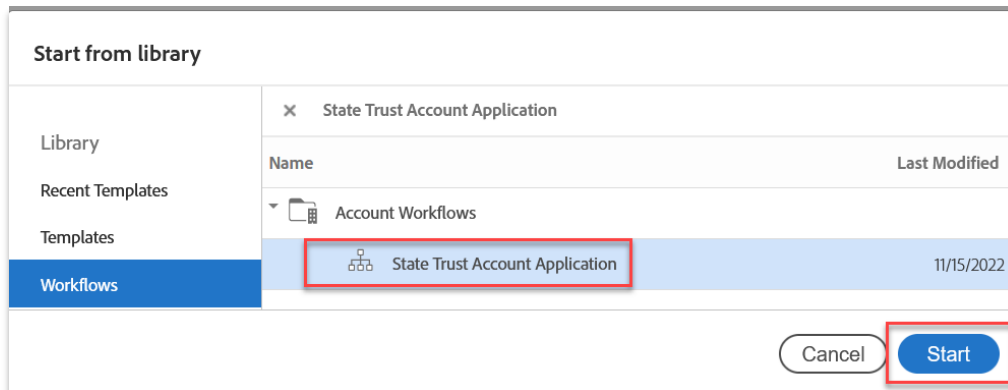
1. From **Home** dashboard, click on **Start from Library**.



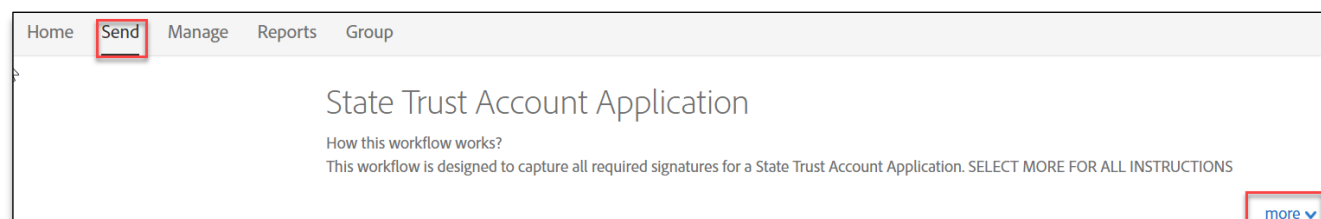
2. Click Workflows and type **State Trust Account Application** in the search bar.



3. Select the State Trust Account Application workflow and click Start.



4. Under the **Send** dashboard, read all the instructions for the workflow, select more to view all.



5. Complete the **Recipients** section:

- Enter all required Recipients, a minimum of two authorized approvers are required.
  - A third and fourth Authorized Approver is available but not required. The workflow will skip this approver level if the field is blank.
- The Financial Manager is included as the first Authorized Approver.
- If there is only one signer on the account, please contact Finance & Trust Accounting for prior approval and further instructions.

**Recipients** ?

Financial Manager Approver\*

Enter recipient email ✉ Email 💬

Authorized Approver\*

Enter recipient email ✉ Email 💬

Additional Authorized Approver (Optional)

Enter recipient email ✉ Email 💬

Second Additional Authorized Approver (Optional)

Enter recipient email ✉ Email 💬

Director/Dean Approval\*

Enter recipient email ✉ Email 💬

VP or Designee Approval\*

Enter recipient email ✉ Email 💬

Trust Accounting Approval\*

barbara.raymond@csun.edu ✉ Email 💬

AVP Financial Services Approval\*

karen.pak@csun.edu ✉ Email 💬

\*Trust Accounting Approval and AVP Financial Services Approval are not editable.

6. The Document Name and Message are editable. This will be the subject and body of the email to each of the recipients.

**Document Name \***

State Trust Account Application

**Message \***

Please Sign.

7. The **Files** are not editable. The State Trust Account Application-Send from Workflow only is attached and required. Select the **Send** button to begin filling out the application.

**Note: Selecting Send will not initiate the approval workflow, it will launch the fillable application.**

The screenshot displays a software interface with a 'Files' section at the top left, outlined in red. Below the 'Files' header is a document icon and the text 'Document \*'. To the right of this is a document preview area, outlined in blue, showing the title 'State Trust Account Application - Send From Workflow Only'. At the bottom left of the interface, there is a blue 'Send' button, also outlined in red.

8. Complete the State Trust Account Application and submit. All fields have been assigned to the appropriate recipient.

**STATE TRUST ACCOUNT APPLICATION  
INSTRUCTIONS**

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Mail Code: 8337

A Department may establish a University trust account for depositing funds collected from Non-State funding sources. These funds are deposited into the trust account for specific purposes related to the program. A *State Trust Account Application* must be submitted to open an account.

Per [State Administrative Manual \(SAM\) 19440.1](#), each trust account established should be supported by a current authorizing document, which will remain on file in Finance & Trust Accounting until the trust account is dissolved. The documentation will state the type of trust, source of income, purpose of the trust time constraints, persons authorized to withdraw or expend funds, sample of signatures, reporting requirements, instructions for closing the account and disposition of balance in the account. This documentation will be retained until the trust is dissolved.

1. **Type** information, except where signatures are requested.
2. Description of the account's use.
3. Source(s) of Revenue:

Trust income is limited by [Education Code Section 89721](#) to the following:

- Gifts, bequests, devices, donations, etc. (Campus Policy requires these items to be deposited to the Foundation).
- Scholarships and Loan Programs.
- Advance Payments under Federal Contracts and Grants.
- Room and Board for Students enrolled in the International Program of the CSU.
- Deposits.
- Fees and charges for optional use of services, materials or facilities.
- Fees and other revenues from instructionally related activities.
- Money received by the Trustees for research, workshops, conferences, institutes and special projects.

4. Expenditure Categories:

- Indicate the type of expenditure that will be made from the trust (e.g. equipment, salaries, etc.). Disbursements from a trust account should be made only for the purpose which the trust account was established.

- Purchasing, procurement, contractual and leasing activities shall be performed by the President or designee (usually the campus Purchasing Officer, in accordance with State, Chancellor’s Office and campus policies and procedures).

5. Account Active Until:

- Indicate the approximate date the account will close or write **indefinitely** if the account is expected to be permanent. For all IRA accounts this should be 6/30/xx (*xx represents the current fiscal year*).

6. Disposition of Funds when Account will no longer be used:

- Indicate valid chartfields where the remaining balance should be transferred, if the current trust account becomes inactive.
- If 485XX is provided, expenses would be moved from 485XX to the trust. Transfers from the trust fund to the General Fund are not permissible.

7. Responsible Person:

- Individual responsible for maintaining account solvency.

8. Signatures Required to Establish the Account:

- Individuals Authorized to Approve Requisitions, Direct Payments, Special Lecturers and/or Travel Documents. The first signature **MUST** be the Financial Manager. If a Director/Dean approves transactions, their information including signature **MUST** be included in this section. In the event additional signatures are required, an attachment should be included with the information.
- Director/Dean: Approves the application and all individuals authorized to approve expenditures.
- VP or Designee Approval: Reviews and authorizes trust account application.
- AVP Financial Services Approval: Reviews account requests for compliance with Campus and CSU Policy.

**APPLICATION UPDATES:**

- *All State Trust Account Application* forms **MUST** be reviewed by the account holder **annually** to determine whether the information is current. If the information is current, no additional work is required. If the information is **not current**, an updated application **MUST** be completed. Every three years all applications **MUST** be updated. All IRA accounts require an application to be filed annually.

**THE CYCLE FOR NEW APPLICATIONS IS AS FOLLOWS:**

Summer 2022	Summer 2025
Summer 2028	Summer 2031

## SUPPLEMENTAL INFORMATION

### SOURCES OF REVENUE:

<b>SUB FUND</b>	<b>TITLE</b>	<b>BRIEF DESCRIPTION</b>
43614	TUC Agency Investment	To allow access to Invest in the Systemwide Investment Trust Fund.
43627	ASI Agency Investment	To allow access to Invest in the Systemwide Investment Trust Fund.
43656	USU Agency Investment	To allow access to Invest in the Systemwide Investment Trust Fund.
46101	Associated Student Body	Associated Students Allocation
463XX	Instructionally Related Activities (IRA)	Funds received from IRA fees collected from students, Athletics Activity, Associated Student contributions, and Revenue generated by activities that receive funding from the IRA Board.
465XX	Contracts and Grants	Contracts and Grants associated with other state agencies, the public sector and the Federal Government.
491XX	Special Projects Fund/ Special Projects	Receipts primarily from grants, revenues, and funds from any other sources for the purpose of financing special projects such as research, workshops, conferences, institutes and others.
496XX	Other Trust	Funds received that are not accounted separately in one of the other designated sub funds; usually will be received from contributions and deposits.