



BUSINESS & FINANCE SUPPORT PLAN MODIFIED SERVICES

Accounts Payable

OFFICE HOURS

The Accounts Payable office will be working remotely **Monday-Friday, 8:00 am-5:00 pm**.

Department dedicated Procurement and Payment Specialists continue to provide primary support for all “procure-to-pay” needs. Visit <https://www.csuchico.edu/purc/procure-to-pay.shtml> for assignment and contact information.

For the latest, up-to-date information see [Financial Services COVID-19 Processes](#).

TRAVEL

Travel deemed essential, must be approved by the President. All employee travel requests should be submitted in Concur for review and approval. Paper travel requests must be used for non-employee travel (guests and students) approval. Forms should be routed for approval and submitted to Accounts Payable via email or in Box. Accounts Payable will submit to the President’s Office for final approval. Click [here](#) for a general definition of essential.

APPROVED INVOICES

If approved invoices are sent via email, they will be reviewed for payment processing. Please do not send a hardcopy as we want to avoid duplicated efforts. In addition, please have the authorized signature authority for your department communicate what is being approved in their approval email (i.e. vendor name and amount). Given the environment, we want to be diligent about ensuring confirmation of expense approval.

If approved invoices are sent via campus mail, they will be reviewed for payment processing. Please note, mail delivery will be reduced and will be delivered once a week. Please do not email copies if a hardcopy is submitted as we want to avoid duplicated efforts.

If you need assistance, contact your [designated Payment Specialist](#).

PROCARD USE & RECONCILIATION

ProCard use remains the same. Contact your Procurement Specialist for code issues or limit needs. Reconciliation should be done using CFS. Please forward the electronic package of your reconciliation summary and supporting receipt copies to accountspayable@csuchico.edu. The summary reconciliation form can be signed electronically, or an email approval can be included in the submitted package.

SUSPENDED SERVICES

Until further notice, the Petty Cash reimbursement process is suspended. If you need to purchase something that you will be asking for reimbursement, please contact your designated buyer to discuss before purchase is made.

OTHER RELEVANT INFORMATION

Please consider signing up for direct deposit for Accounts Payable reimbursements. If you are already signed up for direct deposit through Payroll, please complete the [Direct Deposit Authorization](#) form and send directly to Melissa Taylor at mltaylor@csuchico.edu. Do not send copies of voided checks, and please reach out if you need assistance before the form is sent.