

Chico State Enterprises Announcements Saturday, March 21, 2020

Updated CSE Business and Purchasing Processes to Support Shift to Virtual Operations and Services

- Cash, Check and Credit Card Deposits
 - Check Request Processing and New Online Check Request
 - Send Electronic Check Requests Using New Transaction E-mail Addresses
 - Updated P-Card Packet Submission Using New P-Card E-mail Address
 - Updated Purchase Order (including RTPO's) Request Submission
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Cash, Check and Credit Card Deposits

- For those projects that already have a process set up with CSE AR for credit card deposits (online, Box) please continue to use that method for all future deposits. All others can reach out to AR directly by e-mail at cseaccountsreceivable@csuchico.edu for further instructions.
- For Petty Cash Custodians, please remember to keep your petty cash fund in a safe and secured location with restricted access.
- For all Accounts Receivable related questions, please call extension 3539 or e-mail us at: cseaccountsreceivable@csuchico.edu

Check Request Processing and New Online Check Request

Effective March 23, 2020 and during the period of virtual operations, CSE will process check requests from e-mail requests. Please be aware that the turnaround time for payments could be delayed based on capacity and volume.

A new fillable check request form has been added to CSE's webpage for your convenience at: <https://www.csuchico.edu/cse/business-services-sponsored-programs/vendor-payments-reimbursements.shtml>

Directions to process check requests:

1. Complete the appropriate spaces in the fillable Check Request PDF and save as a PDF. Please scan a copy or take a picture of all supporting documentation. Scanning apps are available online or through Google Drive (already installed on most phones) for cell phones. An example of how to use Google Drive on your cell phone can be found here: <https://www.howtogeek.com/209951/the-best-ways-to-scan-a-document-using-your-phone-or-tablet/> or by doing a simple Google search. **DO NOT EMAIL PDRs with social security numbers** as it is level one data. AP will communicate via phone to obtain information from you as needed.
2. Compose an e-mail to the approving official(s) and attach all documentation from above.
3. In the body of the e-mail please note: the (1) payee name and (2) total \$ amount from the Check Request Form.
4. Send the e-mail with attachments (the completed fillable Check Request form and supporting documents) to the authorized signer (or signers) for approval.

5. The Authorized Signer(s) fill in their name in the appropriate box and save as a PDF.
6. Once all required approvals have been obtained, forward the approval e-mail with the Check Request and attachments to the project's designated email address. (*See below.*) **The attachment and approval is required in the same e-mail chain by the requestor to process payment.**
7. Please be sure to retain all original receipts.
8. In order to facilitate streamlined processing, please ensure that all required support documents, receipts and approvals are completed and are attached.

Send Electronic Check Requests Using New Transaction E-mail Addresses

Four transaction e-mail addresses have been set up to streamline e-mail communication for Check Request processing only. **These transaction e-mail addresses should not be used for general questions.**

In the email subject line type: UF CR, CSE CR, SP CR or Farm CR and the Payee Name

ufcr@csuchico.edu (project numbers starting with 1 through 4)

csecr@csuchico.edu (project numbers starting with 5 through 8 or JL)

sprcr@csuchico.edu (project numbers starting with SP only)

farmcr@csuchico.edu (project numbers starting with AG or 7)

For questions on this process or for general Accounts Payable related questions, please contact us at:

cseaccountspayable@csuchico.edu

Updated P-Card Packet Submission Using New P-Card E-mail Address

Approved P-Card packets are due on the last business day of the month via e-mail. CSE will temporarily accept electronic copies and approvals. The instructions to P-Card holders are as follows:

In the e-mail subject line type: P-card Month/20 Cardholder Last Name, First Name

1. Email a scanned copy of the reconciled P-Card packet and all supporting documentation to your approving official(s).
2. Forward the e-mail approval from your approving official along with the approved and reconciled P-Card attachment with required backup to csepcard@csuchico.edu
 - a. If the P-Card holder is the approving official, e-mail a scanned copy (see previous instructions for how to use your cell phone as scanning device if necessary) of the reconciled p-card packet and attachments to csepcard@csuchico.edu and type "Approved" in the body of the email.
 - b. **ALWAYS seek one-up approval** and include with submitted packet e-mail when necessary.
 - c. In order to facilitate streamlined processing, please ensure that all required support documents, receipts and approvals are attached.
 - d. Retain all original receipts.

Updated Purchase Order and RTPO Request Submission

1. E-mail all Purchase Order requests and required documentation such as competitive bid forms, Property Inventory Forms, Off-Campus Forms and approved ITPR together in one e-mail.
2. In the e-mail subject line type: PO or RTPO Request and Vendor Name
3. E-mail all Purchase Order requests (including RTPO's) and related questions to csepo@csuchico.edu
4. Retain all original support documentation.

Please note that the above changes are in place now and are subject to change as we all learn to work in a virtual environment. Thank you in advance for your understanding and cooperation.