

Chico State Enterprises Announcements
Thursday, July 15, 2021

**New Enhanced and Secure Process for Collecting and
Submitting Payee Data Records (PDRs) to Chico State Enterprises
Accounts Payable**

Chico State Enterprises (CSE) Accounts Payable (AP) is pleased to share an enhanced, new process to collect complete PDRs and manage the collection of multiple PDRs related to one check request. Using this method, PDRs can be securely uploaded directly to CSE AP in Box containing the payee's Social Security number (SSN). If ten or more PDRs need to be collected at a time, CSE AP can help you manage this process.

We hope you will find the online capability helpful and efficient for collecting PDRs for awards, stipends, honorariums, or contract service payments made to individuals or sole proprietors that use a Social Security number for tax purposes.

Instructions:

Contact CSE AP by email and let us know if you will be submitting a check request that requires one or more PDRs. Send the email to the inbox that will process the related check request (UFCR@csuchico.edu; SPCR@csuchico.edu; CSECR@csuchico.edu; FARMCR@csuchico.edu) and please specify the quantity of PDRs you will be collecting.

CSE AP will send you a template-type email, to forward to the payee, that contains instructions to upload the PDR, a Box link to submit the PDR from, and a blank PDR. The payee will receive a notification that the PDR has been successfully submitted when done, and the form will be sent directly to CSE AP.

Note: If you need to collect 10 or more PDRs at a time, a Box online folder may be created by CSE AP with read only access for your tracking purposes. Instructions will be provided at that time to walk you through the process. The collected PDRs will only be stored in that folder until the related check request has been processed.

Check Request Processing Remains the Same:

Please continue to submit the completed and approved Check Requests and required documentation, saved and attached as one file, to the appropriate inbox for processing (UFCR@csuchico.edu; SPCR@csuchico.edu; CSECR@csuchico.edu; FARMCR@csuchico.edu).

For any general accounts payable related questions, please contact cseaccountspayable@csuchico.edu

Thank you,

CSE Accounts Payable