

Chico State Enterprises Announcements

Thursday, April 14, 2022

Service Delays in CSE Accounts Payable and Sponsored Contracts

CSE Accounts Payable

CSE Accounts Payable is responsible for the processing of check requests, foreign travel requests, insurance requests, purchase orders/vendor contracts, P-Cards, and CSE vehicle requests. The unit is currently undergoing staffing transitions due to turnover and new hires. At the same time, as various campus units resume their pre-pandemic level of activities, the volume of transactions has increased significantly, particularly for travel requests, events and hospitality expenditures. All of the above combined is resulting in delays in service delivery and increased processing time.

We anticipate that the current processing slowdown will continue for the next 1-2 months, and gradually improve from there. To assist projects with planning, the table below lists the most frequent transaction requests and the anticipated processing time to complete.

<u>Transaction</u>	<u>Estimated Processing Time</u>
Check Requests	10-12 business days
CSE Vehicle Requests	No delays
Foreign Travel Requests	Submit 45 days in advance with proper approvals
New P-Card Requests	10 business days
P-Card Training	once/month, if needed; dates TBA
Purchase Order Requests	10-15 business days
Request for Procurement	5-7 business days
Vendor Agreements	10-15 business days, or varies based on complexity

Additionally, to help keep Accounts Payable incoming requests moving more efficiently, please send requests with fully completed documentation to the appropriate CSE AP inbox:

- cseprocurement@csuchico.edu - Requests for procurement approval, i.e., Competitive Bid forms
- cseagreements@csuchico.edu - Agreements and contracts for services, i.e., purchases with terms and conditions such as consulting services, speaking engagements, venue rentals
- cseaccountspayable@csuchico.edu - General AP questions
- csepo@csuchico.edu - Purchase order requests including POs for reimbursed time
- csepcard@csuchico.edu - P-card requests, temporary limit increases, and month-end statements
- ufcr@csuchico.edu - Check requests for UF projects starting with 1 through 4
- csecr@csuchico.edu - Check requests for CSE projects starting with 5 through 8 or JL
- sprcr@csuchico.edu - Check requests for Sponsored Projects starting with SP
- farmcr@csuchico.edu - Check requests for University Farm projects only
- csevehiclereq@csuchico.edu - Requests for Enterprise Rent A Car

If you need assistance in tracking a transaction, please do not hesitate to contact Vance Kelly directly at Ext. 6362, or preferably by email @ vkelly1@csuchico.edu.

CSE Sponsored Contract/Agreements

In the area of Sponsored Contract/Agreements, the volume and complexity of contracting requests has increased significantly in the past several months. An additional contracts officer recruitment is underway, however some delay in turnaround time is expected. To assist projects with planning, our current estimate is that, upon award notification, the Contracts team will contact the PI or Project Director within 5 business days and can provide specific information and/or identify concerns about the agreement at that time. If you are not already working with a Contracts Officer, feel free to submit general questions to csecontracts@csuchico.edu.

Thank you in advance for your patience as we work through these transitions.