

Chico State Enterprises Announcements

Minor Revisions to Existing Policy Regarding Timeliness of Deposits, Payment Requests and Contracts

Friday, December 20, 2019

Happy holidays!

We wanted to take a minute and share with you that we have made minor revisions to the existing policy on [Timeliness of Deposits, Payment Requests and Contracts](#). Of note, we have made the following changes:

- 1) Changed “Foundation” to CSE to reflect the name change.
- 2) Under 1) Deposits: We added language to include that units are required to keep cash, checks and credit card receipts in a safe, locked location with restricted access.
- 3) Under 2) Payment Requests: We changed “Payment Request” to the actual form name “Check Request” and added language to clarify that this policy covers all Check Requests, including reimbursements and vendor invoices.
- 4) Under 2) Payment Requests: We changed c) from “expenses older than 6 months” to “expenses older than one hundred twenty days (120)”.
- 5) Under 3) Sub-contracts and Independent Contractor Agreements d): We combined ii) and iii) into ii) and replaced language to read “a fee may be assessed by CSE”.

Please note that these changes will take effect immediately. If you have any questions, please email Interim Financial Director, [Vance Kelly](#).

Thank you for your continued support and cooperation and please safely enjoy the holidays with your families and loved ones!