

## Chico State Enterprises Announcements

### Wednesday, May 24, 2023

## Updated Business Processing Times for Accounting Transactions

Below is an updated schedule of business processing times for the most frequent transaction requests submitted to Chico State Enterprises (CSE). Please remember, to help keep incoming requests moving efficiently, continue to send fully completed requests to the appropriate CSE inbox.

Transaction	Processing Time	CSE Inbox
Accounts Receivable Invoice Requests	3 business days	<a href="mailto:cseaccountsreceivable@csuchico.edu">cseaccountsreceivable@csuchico.edu</a>
Check Requests	10 business days	<a href="mailto:ufcr@csuchico.edu">ufcr@csuchico.edu</a> - Check requests for UF projects starting with 1 through 4 <a href="mailto:csecr@csuchico.edu">csecr@csuchico.edu</a> - Check requests for CSE projects starting with 5 through 8 or JL <a href="mailto:spr@csuchico.edu">spr@csuchico.edu</a> - Check requests for Sponsored Projects starting with SP <a href="mailto:farmcr@csuchico.edu">farmcr@csuchico.edu</a> - Check requests for University Farm projects only
Foreign Travel	45 days	<a href="mailto:cseaccountspayable@csuchico.edu">cseaccountspayable@csuchico.edu</a>
P-Card Credit Increase Requests	3 business days	<a href="mailto:csepcard@csuchico.edu">csepcard@csuchico.edu</a> - Temporary credit limit increases
P-Card Requests (New and Account Updates)	10 business days	<a href="mailto:csepcard@csuchico.edu">csepcard@csuchico.edu</a> – New P-Card requests and account updates
P-Card Training	Monthly as needed	<a href="mailto:csepcard@csuchico.edu">csepcard@csuchico.edu</a> – Cardholder and approving official P-Card training
Petty Cash Requests	3 business days	<a href="mailto:cseaccountsreceivable@csuchico.edu">cseaccountsreceivable@csuchico.edu</a>
Procurement Requests	5 business days	<a href="mailto:cseprocurement@csuchico.edu">cseprocurement@csuchico.edu</a> - Requests for procurement approval, i.e., Competitive Bid forms
Purchase Order Requests	5 business days	<a href="mailto:csepo@csuchico.edu">csepo@csuchico.edu</a> - Purchase order requests including POs for reimbursed time
Vehicle Reservations	3 business days	<a href="mailto:csevehiclereq@csuchico.edu">csevehiclereq@csuchico.edu</a> - Requests for Enterprise Rent A Car
Vendor Agreements	7-10 business days based on complexity	<a href="mailto:cseagreements@csuchico.edu">cseagreements@csuchico.edu</a> - Agreements and contracts for services, i.e., purchases with terms and conditions such as consulting services, speaking engagements, venue rentals

### **Manage Email Preferences**

***All Chico State Enterprises (CSE) employees, project directors, and authorized signers on CSE accounts receive CSE Announcements via email and cannot opt out.***

- *If you are no longer an active CSE employee, please notify [CSE Human Resources](#) via email.*
- *If you are no longer a project director and would like your name removed, or wish to add administrative staff to the distribution list, please email [CSE Announcements](#) with appropriate instructions.*
- *CSE Announcements can also be accessed via the [CSE News and Information page](#).*