September 25, 2019
10am
COLUSA 100A

FINANCIAL SERVICES FORUM
AGENDA

Updates from the following departments:
- Procurement & Contract Services
- Accounts Payable
- Financial Accounting & Reporting
- University Budget Office

Questions & Future Topics

Last 10 Minutes – staff available for questions
Procurement & Contract Services

- Vendor Fair
- P2P Update
- Procurement Savings Goals/Actuals - intro
- Hospitality Update
FALL VENDOR FAIR
Friday, September 27
9:00 am - 12:00 pm
Colusa Hall Rm 100

Hosted by Procurement and Contract Services

Please bring your business cards to be entered into the raffle!

* RAFFLES *

JOIN US!
There will be a variety of vendors to meet!
Procure to Pay Team

To meet the shifting needs of the campus community, provide best-in-class personalized service, and align with departmental goals, Procurement & Contract Services and Accounts Payable have assigned a Procurement & Payment Specialist Team to each department. The Procure to Pay Team is committed to simplifying support functions and identifying ways to help each department achieve its goals and objectives. The teams are as follows:

**DUANE MCCUNE**
Procurement Specialist x5629

**NATALIE NOZISKA**
Payment Specialist x5866

- AGR
- BUS
- HFA
- UED/GRAD/OIE
- VPSA

**JESSICA WESTBAY**
Procurement Specialist x5135

**NATALIE NOZISKA**
Payment Specialist x5866

- ECC
- IRES
- PRS

**LUPITA ARIM-LAW**
Procurement Specialist x5383

**CHRISTINE PICO**
Payment Specialist x6812

- CME
- NSC
- VPBF

**MICHAEL MCNAIRN**
Procurement Specialist x5237

**CHRISTINE PICO**
Payment Specialist x6812

- PDC
- FMS

**CINDY REISWIG**
Procurement Specialist x5137

**BRI SASEEN**
Payment Specialist x5312

- BSS
- LADO
- RCE
- SLL/CCLC/SHC
- VPAA
- VPUA

**JENNIFER THAYER**
Procurement Specialist x6516

**JANITA PIERCE**
Payment Specialist x3163

- ATHL
- FMS
- UHFS

[https://www.csuchico.edu/purc/procure-to-pay.shtml](https://www.csuchico.edu/purc/procure-to-pay.shtml)
PROCURE TO PAY GOALS

Build Trust
Meet with customers
Resource vs. Roadblock

Plan
Strategic thinking
Create a pipeline

Save
Auditable Savings
Directly benefit students

Chico’s Goal for 18/19
$425,000
18/19 Cost Savings Examples:

- **ECC:** Requisition & quote for lab chairs $10,135 - 5 day GovQuote — final cost $5,139 Identified benefit $4,996.

- **FMS:** Elevator maintenance - formal bid in 2017 Negotiated at Quarterly Business Review meeting May 2018 to receive updated cost proposal from supplier saving $4,979/month for the 2 remaining years of the agreement.

- **Campus:** Negotiated with Granite Data Solutions (Small Business/DVBE) to save 22% on each desktop computer we purchase.

- **IRES:** Colusa Hall Refresh project — quick informal bid allowed us to award to 4 suppliers saving $12,318.

- **CHEM:** Original quote for piece of lab equipment— Buyer was able to secure an acceptable refurbished part saving $3,384.

- **AG:** Quote for greenhouse mechanical equipment included a freight range of $850-$1050. Negotiated $0 freight for the entire order.
**Supplier Direct Pay** – Use this process when issuing payment directly to a supplier for ads, subscription, memberships, and film rentals.
Procedure: [Supplier Direct Pay Procedure](#)
Form: [Supplier Direct Pay](#)

**Reimbursement to Campus Employees** – Use this process when reimbursing an employee for non-hospitality business expenses between $151 and $999 (reimbursements below $150 should use the Petty Cash process).
Procedure: [Reimbursement to Campus Employees Procedure](#)
Form: [Employee Reimbursement (non-hospitality)](#)

**Hospitality Procedure** – Use this process for ALL hospitality related expenses whether paying a supplier through the requisition/PO process or reimbursing an employee for a University-related hospitality expense.
Procedure: [Hospitality Procedures](#)
Form: [Hospitality Expense Request](#)
# Summary of Changes

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation Incentives: (for non-CSU Chico employees)</td>
<td>Yes – procedure defined</td>
<td>No (did not address participation incentives)</td>
</tr>
<tr>
<td>Awards &amp; Prizes: Morale Building, appreciation, recognition, and employee length of service awards (w/5 years of service)</td>
<td>Yes with business purpose, infrequent and <strong>requires VP approval</strong></td>
<td>Usage undefined</td>
</tr>
<tr>
<td>Business Meals w/ employees only</td>
<td>Yes with business purpose, infrequent, and not for convenience</td>
<td>No</td>
</tr>
<tr>
<td>Business Meals w/ official guest</td>
<td>Yes with business purpose</td>
<td>Yes with business purpose</td>
</tr>
<tr>
<td>Promotional items for non-CSU Chico employees</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Promotional items for CSU Chico employees</td>
<td>Yes, if part of morale building, recognition, appreciation activity and with VP approval</td>
<td>No (yes if using non-general fund monies)</td>
</tr>
<tr>
<td>FAQ Section</td>
<td>Yes - more detailed explanation of use</td>
<td>No, info was in chart</td>
</tr>
</tbody>
</table>
# ACCOUNTS PAYABLE

Travel Updates – Announcement in July, **Effective 7/1/19**

## ALL TRAVELERS

<table>
<thead>
<tr>
<th>Procedure Element</th>
<th>Current Campus Procedure</th>
<th>Updated Campus Procedure (effective 7/1/19 for ALL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipt Requirement</td>
<td>Itemized receipt required for expenses &gt; $25</td>
<td>Itemized receipt required for expenses &gt; $55</td>
</tr>
</tbody>
</table>
## Accounts Payable

### Concur Travel and Expense (CTE) Online Platform Users

<table>
<thead>
<tr>
<th>Procedure Element</th>
<th>Current Campus Procedure</th>
<th>Updated Campus Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval (Expense Report)</td>
<td>HR “Reports To” and Chico minimum signature authority</td>
<td>HR “Reports To” only</td>
</tr>
<tr>
<td>Approval of Lodging Rate &gt; $275</td>
<td>Approved by VP of Division</td>
<td>HR “Reports To” and/or Chico minimum signature authority. Traveler must include an explanation/justification with travel request and/or expense report.</td>
</tr>
<tr>
<td>Receipt Requirement</td>
<td>Itemized receipt required for expenses &gt; $25</td>
<td>Itemized receipt required for expenses &gt; $55</td>
</tr>
<tr>
<td>Pre-Travel Reimbursements</td>
<td>Processed if expenses incurred &gt; 30 days before travel dates</td>
<td>Discontinue intermediary reimbursements before trip. Out of pocket expenses can be avoided with new tools available within CTE process. Travelers can submit all expenses upon completion of trip.</td>
</tr>
<tr>
<td>Trip Itinerary</td>
<td>Not documented</td>
<td>Trip itinerary must be attached to travel request. Must include trip basics (departure date, conference details, return details, movement between destinations for International trips, etc.)</td>
</tr>
</tbody>
</table>
ACCOUNTS PAYABLE

- Concur (CTE) Update/Status
  - VPAA rollout
- **Concur (CTE) resource updates & trainings**
- **AB1887 restricted state listing update**
  - Effective 10/4
- Christopherson Business Travel
  - Events and Meetings service offering
FINANCIAL ACCOUNTING & REPORTING

- Course Fees
  - Fund change from T6704 to T8537
  - Consistent with our fund numbering

- 9/30/19 Quarter End
  - Coming soon, will notify via FINCFS email
  - Opportunity to review 1st quarter activity
Student Learning Fees

- 2019-20 Awards
  - New flexibility
  - Request positions, as needed

- 2020-21 Awards
  
  www.csuchico.edu/slf/timeline/current-year.shtml

2019-20 Campus Budget Plan

- Available online
- UBC meeting 9/27/19, agenda online
UNIVERSITY BUDGET

PURPOSE OF BUDGETING

- Assist in the preparation, analysis, and management of the university’s resources
- Ensures funds are being spent according to an approved plan
- Provides a metric for evaluating adherence to the spending plan
- Plan for fixed, variable & one-time costs
GOALS FOR BUDGETING

- Strategic, intentional spending plan for the University
  - How much money is needed?
  - How are funds intended to be spent (by category)?
  - Align with the campus strategic plan

....so how do we do this???
1. Position Management
   - Review existing positions
   - Staff, management, & T/TT positions
   - Active positions = authorized and intend to fill

2. Budget Transfers – best practices to consider
   - Budget by category
   - Budget to nearest hundred, no cents
   - Not used to zero out BBA

Reminders
   - Cannot be used to transfer between funds
   - Not used to move actuals
   - Not used to “pay” another department
QUESTIONS & FUTURE TOPICS

• Future topics?
• Any questions?
• We welcome feedback!
• Email fincfs@csuchico.edu or call 898-5103
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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Thank you for taking the time to attend the Financial Services Forum!

http://www.csuchico.edu/fin/Financial-Services-Forum.shtml