



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

<https://www.csuchico.edu/purc/procure-to-pay.shtml>

## **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**

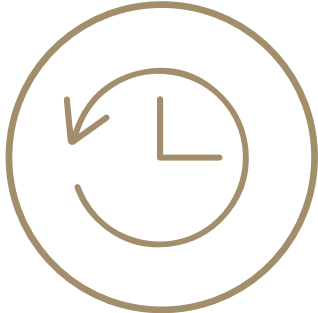
Procurement Specialist x6516

## **JANITA PIERCE**

Payment Specialist x3163

- ATHL
- FMS
- UHFS

# 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**

# IT'S WORKING!

## 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.

# PROCUREMENT UPDATES



**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](#)





# HOSPITALITY

Summary of Changes		
Expenditure	New Procedure (beginning 7/1/2019)	Old Procedure (ending 6/30/2019)
Participation Incentives: (for non-CSU Chico employees)	Yes – procedure defined	No (did not address participation incentives)
Awards & Prizes: Morale Building, appreciation, recognition, and employee length of service awards (w/5 years of service)	Yes with business purpose, infrequent and <b>requires VP approval</b>	Usage undefined
Business Meals w/ employees only	Yes with business purpose, infrequent, and not for convenience	No
Business Meals w/ official guest	Yes with business purpose	Yes with business purpose
Promotional items for non-CSU Chico employees	Yes	Yes
Promotional items for CSU Chico employees	Yes, if part of morale building, recognition, appreciation activity and with VP approval	No (yes if using non-general fund monies)
FAQ Section	Yes - more detailed explanation of use	No, info was in chart



# ACCOUNTS PAYABLE

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

ALL TRAVELERS		
All Travelers		
Procedure Element	Current Campus Procedure	Updated Campus Procedure (effective 7/1/19 for ALL)
Receipt Requirement	Itemized receipt required for expenses > \$25	Itemized receipt required for expenses > \$55

# ACCOUNTS PAYABLE



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

Procedure Element	Current Campus Procedure	Updated Campus Procedure (effective 7/1/19 for CTE users)
Approval (Expense Report)	HR "Reports To" and Chico minimum signature authority	HR "Reports To" only
Approval of Lodging Rate > \$275	Approved by VP of Division	HR "Reports To" and/or Chico minimum signature authority. Traveler must include an explanation/justification with travel request and/or expense report.
Receipt Requirement	Itemized receipt required for expenses > \$25	Itemized receipt required for expenses > \$55
Pre-Travel Reimbursements	Processed if expenses incurred > 30 days before travel dates	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.
Trip Itinerary	Not documented	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.)

# 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 1<sup>st</sup> quarter activity

# UNIVERSITY BUDGET



## Student Learning Fees

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

- 2020-21 Awards

[www.csuchico.edu/slf/timeline/current-year.shtml](http://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**

# UNIVERSITY BUDGET



## 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???



# UNIVERSITY BUDGET



## 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](mailto:fincfs@csuchico.edu) or call 898-5103**



**Stacie Corona**

Associate VP,  
Financial Services

[scorona@csuchico.edu](mailto:scorona@csuchico.edu)  
(530)898-5931

**Jeni Kitchell**

Assistant VP,  
Budget & Operations

[jkitchell@csuchico.edu](mailto:jkitchell@csuchico.edu)  
(530)898-5910

**Michelle Korte**

Director,  
Financial Accounting & Reporting

[mkorte@csuchico.edu](mailto:mkorte@csuchico.edu)  
(530)898-5207

**Anna Magaña**

Director,  
Student Financial Services

[amagana5@csuchico.edu](mailto:amagana5@csuchico.edu)  
(530)898-5936

**Sara Rumiano**

Director, Procurement  
& Contract Services

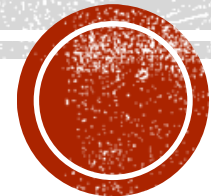
[srumiano@csuchico.edu](mailto:srumiano@csuchico.edu)  
(530)898-5270

**Melissa L. Taylor**

Accounts Payable & Accounting  
Applications Manager

[mltaylor@csuchico.edu](mailto:mltaylor@csuchico.edu)  
(530)898-5851

Thank you for taking the time  
to attend the Financial Services Forum!



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