



BUSINESS & FINANCE SUPPORT PLAN MODIFIED SERVICES

Vice President of Business & Finance Office

OFFICE HOURS

The Vice President of Business & Finance office will be working remotely **Monday-Friday, 8:00 am-5:00 pm**.

Our staff is dedicated to answering your emails, phone messages, and instant messages (IM) in a timely manner. Please contact us if you have any questions.

Business & Finance: business-finance@csuchico.edu

Dolores Yates: dmyates@csuchico.edu

Rachel Koontz: rckoontz@csuchico.edu

Skype:

Dolores Yates & Rachel Koontz available **Monday-Friday, 8:00 am-5:00 pm**

Microsoft Teams

Dolores Yates & Rachel Koontz available **Monday-Friday, 8:00 am-5:00 pm**

PHONE INQUIRIES

The main phone number for the VPBF office, (530) 898-6231, has been set up to be answered via email. Please leave a voice mail and Rachel Koontz or Dolores Yates will return the call.

Please note: Ann Sherman does not have voice mail. If you are unable to reach her by email, please call and leave a message at (530) 898-6231.

VP MEETINGS

Please contact Dolores or Rachel if you wish to be added to Ann Sherman's calendar.

Ann Sherman will be working remotely. All meeting requests should be set up as a Zoom meeting until further notice.

Meetings that have already been scheduled will be converted to Zoom. Please contact Dolores or Rachel if a Zoom meeting is not possible.

SUSPENDED SERVICES

The University recognizes it may no longer be possible to secure actual signatures on documents. Until further notice, departments can accept emails from mail.csuchico.edu and csuchico.edu accounts if physical signatures cannot be obtained. This process is solely for internal approvals. Emails may **NOT** contain level 1 or level 2 data, such as social security numbers, medical records, or bank or credit card information. Please contact Dolores Yates, dmyates@csuchico.edu, if a wet signature is required.



BUSINESS & FINANCE SUPPORT PLAN MODIFIED SERVICES

Accounts Payable

OFFICE HOURS

The Accounts Payable office will be working remotely **Monday-Friday, 8:00 am-5:00 pm**.

Department dedicated Procurement and Payment Specialists continue to provide primary support for all “procure-to-pay” needs. Visit <https://www.csuchico.edu/purc/procure-to-pay.shtml> for assignment and contact information.

For the latest, up-to-date information see [Financial Services COVID-19 Processes](#).

TRAVEL

Travel deemed essential, must be approved by the President. All employee travel requests should be submitted in Concur for review and approval. Paper travel requests must be used for non-employee travel (guests and students) approval. Forms should be routed for approval and submitted to Accounts Payable via email or in Box. Accounts Payable will submit to the President’s Office for final approval. Click [here](#) for a general definition of essential.

APPROVED INVOICES

If approved invoices are sent via email, they will be reviewed for payment processing. Please do not send a hardcopy as we want to avoid duplicated efforts. In addition, please have the authorized signature authority for your department communicate what is being approved in their approval email (i.e. vendor name and amount). Given the environment, we want to be diligent about ensuring confirmation of expense approval.

If approved invoices are sent via campus mail, they will be reviewed for payment processing. Please note, mail delivery will be reduced and will be delivered once a week. Please do not email copies if a hardcopy is submitted as we want to avoid duplicated efforts.

If you need assistance, contact your [designated Payment Specialist](#).

PROCARD USE & RECONCILIATION

ProCard use remains the same. Contact your Procurement Specialist for code issues or limit needs. Reconciliation should be done using CFS. Please forward the electronic package of your reconciliation summary and supporting receipt copies to accountspayable@csuchico.edu. The summary reconciliation form can be signed electronically, or an email approval can be included in the submitted package.

SUSPENDED SERVICES

Until further notice, the Petty Cash reimbursement process is suspended. If you need to purchase something that you will be asking for reimbursement, please contact your designated buyer to discuss before purchase is made.

OTHER RELEVANT INFORMATION

Please consider signing up for direct deposit for Accounts Payable reimbursements. If you are already signed up for direct deposit through Payroll, please complete the [Direct Deposit Authorization](#) form and send directly to Melissa Taylor at mltaylor@csuchico.edu. Do not send copies of voided checks, and please reach out if you need assistance before the form is sent.



BUSINESS & FINANCE SUPPORT PLAN MODIFIED SERVICES

Audit Services

CONTACT INFORMATION

EMAIL

Annabel Grimm: agrimm@csuchico.edu

Rachel Koontz: rckoontz@csuchico.edu

INSTANT MESSAGING (IM)

Skype:

Annabel Grimm & Rachel Koontz available **Monday-Friday, 8:00 am-5:00 pm**

Microsoft Teams

Annabel Grimm & Rachel Koontz available **Monday-Friday, 8:00 am-5:00 pm**

PHONE INQUIRIES

You can leave a voice mail for Annabel Grimm at (530) 898-3709. Voicemails will be transferred to email and will be answered promptly. If you are unable to reach her, please contact Rachel Koontz, rckoontz@csuchico.edu.

EMAIL INQUIRES

Annabel Grimm's email (agrimm@csuchico.edu) is still active and being monitored during business hours.

AUDIT MEETINGS

Annabel Grimm will be working remotely. All meeting requests should be set up as a Zoom meeting until further notice. Please contact Rachel or Annabel to set up a meeting.

Meetings that have already been scheduled will be converted to Zoom. Please contact Rachel if a Zoom meeting is not possible.

UPDATES FROM THE CHANCELLOR'S OFFICE

For more information on Audits from the CSU Chancellor's Office, or to look up information on past audits, please visit: <https://www2.calstate.edu/cs-system/administration/audit-and-advisory-services>



BUSINESS & FINANCE SUPPORT PLAN MODIFIED SERVICES

Business IT Services (BITS)

SUBMITTING TICKETS

BITS is working remotely in all situations possible. There are some exceptions, such as with UPD system support.

The best way to get help from BITS is to open a Team Dynamix (TDx) ticket. Tickets are monitored by all BITS team members.

- Direct link to all Business & Finance TDx tickets:
<https://support.csuchico.edu/TDClient/1984/Portal/Requests/ServiceCatalog?CategoryID=8045>

Some business areas have specific TDx tickets.

- FMS Specific Support Tickets:
<https://support.csuchico.edu/TDClient/1984/Portal/Requests/ServiceCatalog?CategoryID=8046>
- Financial Services Specific Tickets:
<https://support.csuchico.edu/TDClient/1984/Portal/Requests/ServiceCatalog?CategoryID=9514>
- HR Specific Support Tickets:
<https://support.csuchico.edu/TDClient/1984/Portal/Requests/ServiceCatalog?CategoryID=9107>
- UPD Specific Support Tickets:
<https://support.csuchico.edu/TDClient/1984/Portal/Requests/ServiceCatalog?CategoryID=9519>

Requests for Data or Reports:

<https://support.csuchico.edu/TDClient/1984/Portal/Requests/ServiceCatalog?CategoryID=2753>

REMOTE SUPPORT

A variety of tools will be used to support the users of Business and Finance as our teams work remotely. These will vary depending upon what support is needed. Some examples include the use of the TDx ticketing system itself and through delivered notifications, Zoom, Teams, Bomgar session (remote desktop support sessions), Skype for Business and phone calls.

SUSPENDED SERVICES

In person support is currently suspended. All IT support is being done remotely except in rare circumstances where in person support is the only option (e.g. UPD system support).

OTHER RELEVANT INFORMATION

UPD after-hours support remains in place and contacts remain unchanged.



BUSINESS & FINANCE SUPPORT PLAN MODIFIED SERVICES

Bus Reservations

BUS RESERVATIONS

Bus Reservations has reduced services available for the Fall 2020 semester.

For additional information:

Call: 530-898-6117

Email: hclong@csuchico.edu or kheuton@csuchico.edu

Web: <https://www.csuchico.edu/busr/index.shtml>

SUSPENDED SERVICES

Services are being provided with limited passenger capacities.





BUSINESS & FINANCE SUPPORT PLAN MODIFIED SERVICES

Environmental Health and Safety

OFFICE HOURS

The EHS office will be **intermittently and minimally staffed** from **Monday-Friday, 8:00 am-5:00 pm**. Staff will monitor email and phones during business hours.

For general questions, please contact Kathy Kinch. For specific questions, please email staff members directly, or the EHS phone directory with the number below.

Call: 530-898-5126

Email: KKinch@csuchico.edu (general questions)

Web: www.csuchico.edu/EHS

Safety concerns **specifically related to COVID-19** should be directed to the Chico State Emergency Operations Center (EOC) for proper routing and evaluation.

Call: 530-898-4180

Email: EOC@csuchico.edu

EMERGENCY PREPAREDNESS

All planned emergency preparedness activities are suspended until further notice.

If you have non-urgent questions related to emergency preparedness activities, contact Marvin Pratt:

Call: 530-898-5126

Email: mpratt@csuchico.edu

Web: <https://www.csuchico.edu/emergencyprep/index.shtml>

SUSPENDED SERVICES

Suspended services include:

- Food Permits
- In person training for Risk and Safety Solutions (RSS)
- Ergonomic evaluations



BUSINESS & FINANCE SUPPORT PLAN MODIFIED SERVICES

Facilities Management and Services

ADMINISTRATION & BUSINESS SERVICES

The Administration Building is being staffed **Monday-Friday, 7:00 am - 4:30 pm** to support campus needs.

If you need assistance:

Call: 530-898-6222
Email: fmscustomersupport@csuchico.edu
Web: <https://www.csuchico.edu/fms/>

BOILER CHILLER PLANT

The Boiler Chiller Plant is operating with one operator per shift monitoring the plant **24/7**. We are fully staffed with 14 technicians on varied shifts from 6am - 4pm.

If you need assistance:

Call: 530-898-4036
Email: fmscustomersupport@csuchico.edu
Web: <https://www.csuchico.edu/fms/bcp.shtml>

BUILDING MAINTENANCE

Building Maintenance are working on-site **Monday-Friday, 6:00 am - 4:30 pm**.

If you need assistance:

Call: 530-898-6222
Email: fmscustomersupport@csuchico.edu
Web: http://fms-isd.csuchico.edu/fms_home.html

CAMPUS SUSTAINABILITY

The campus sustainability team is working remotely **Monday-Friday, 8:00 am - 4:30 pm**.

If you need assistance:

Call: 530-898-3875
Email: Cheri Chastain cchastain@csuchico.edu
Web: <https://www.csuchico.edu/sustainability/>

CUSTODIAL SERVICES

Custodians are working on-site **Monday-Sunday, 5:00 am - 9:30 pm**.

If you need assistance:

Call: 530-898-6222
Email: fmscustomersupport@csuchico.edu
Web: <https://www.csuchico.edu/fms/services/custodial-services.shtml>



BUSINESS & FINANCE SUPPORT PLAN MODIFIED SERVICES

FMS (Continued)

DESIGN & CONSTRUCTION

Design and Construction is staffed remotely **Monday-Friday, 8:00 am - 4:30 pm.**

If you need assistance:

Call: 530-898-5653

Email: fmcustomersupport@csuchico.edu

Web: <https://www.csuchico.edu/fms/services/design-construction.shtml>

GROUNDS & LANDSCAPING

Grounds and Landscaping are working on-site **Monday-Friday, 5:00 am - 2:30 pm.**

If you need assistance:

Call: 530-898-6222

Email: fmcustomersupport@csuchico.edu

Web: <https://www.csuchico.edu/fms/grounds-landscaping.shtml>

LOGISTICS & TRANSPORTATION

Logistics and Transportation are working on-site **Monday-Friday, 6:00 am - 3:30 pm.**

If you need assistance:

Call: 530-898-6222

Email: fmcustomersupport@csuchico.edu

Web: <https://www.csuchico.edu/fms/>

MOVING SERVICES

Moving Services are working on-site **Monday-Friday, 7:00 am - 3:30 pm.**

If you need assistance:

Call: 530-898-6222

Email: fmcustomersupport@csuchico.edu

Web: <https://www.csuchico.edu/fms/services/moving-box.shtml>



BUSINESS & FINANCE SUPPORT PLAN MODIFIED SERVICES

Financial Accounting & Reporting

OFFICE HOURS

The Financial Accounting & Reporting team will be answering voicemails Monday-Friday, 8:00 am-5:00 pm. Voicemails will route to individual emails for each staff member.

If you need assistance:

Call: 530-898-5103 (voicemail only)

Email: far@csuchico.edu

For the latest, up-to-date information see [Financial Services COVID-19 Processes](#).

GENERAL ACCOUNTING TASKS & DOCUMENTS

Please submit all requests **via the FAR email address above** and team members will respond via email or schedule a phone call to discuss any questions you may have. This includes communication for requests for journal entries, inquiries regarding transactions in Insight or the CFS Data Warehouse, inquiries about billing, and any other item requiring assistance.

CHARGEBACK AUTHORIZATION FORMS (CAF) DOCUMENTS

CAF documents can be passed to service centers via email, using the fillable CAF documents [online](#).



BUSINESS & FINANCE SUPPORT PLAN MODIFIED SERVICES

Financial Services

OFFICE HOURS

The office of Financial Services is staffed and working remotely **Monday-Friday, 8:00 am-5:00 pm.**

If you need assistance:

Email: FINCFS@csuchico.edu

Web: www.csuchico.edu/fin

For the latest, up-to-date information see [Financial Services COVID-19 Processes.](#)

For any questions related to Financial Services or if you can't reach one of our departments, please contact:

Stacie Corona, AVP Financial Services

scorona@csuchico.edu or available on Skype and Teams
530-898-5730

Kathleen Huber, Administrative Support Coordinator

kahuber@csuchico.edu or available on Skype and Teams

CFS SECURITY AUTHORIZATION FORMS

Please email completed [CFS Security Authorization Form](#) to FINCFS@csuchico.edu for processing.

FINANCIAL SERVICE FORUMS

Financial Services Forums will be held via Zoom Webinar until further notice.



BUSINESS & FINANCE SUPPORT PLAN MODIFIED SERVICES

Human Resources Service Center

OFFICE HOURS

All Human Resources departments will be working remotely **Monday-Friday, 8:00 am-5:00 pm**. If you need assistance:

Virtual Services online: <https://www.csuchico.edu/hr/hrsc-virtual-services.shtml>

COVID-19 Faculty, Staff & Manager Resources online: <https://www.csuchico.edu/hr/covid-19/>

FRONT SERVICE DESK

Email: HumanResources@csuchico.edu

Web: www.csuchico.edu/hr

Fee Waivers: feewaivers@csuchico.edu

PAYROLL

Email: Payroll@csuchico.edu

Web: www.csuchico.edu/hr/payroll

Contact your Payroll Technician directly: <https://www.csuchico.edu/hr/payroll/tech.shtml>

EMPLOYMENT SERVICES

Email: HumanResources@csuchico.edu

Web: www.csuchico.edu/hr/employment

CLASSIFICATION AND COMPENSATION

Email: Classification@csuchico.edu

Web: www.csuchico.edu/hr/classcomp

HUMAN RESOURCES INFORMATION SYSTEMS

Email: ycmartini@csuchico.edu and HRSecurity@csuchico.edu (PeopleSoft Access)

Web: www.csuchico.edu/hr/hris

HR Web: hrweb@csuchico.edu

PROFESSIONAL DEVELOPMENT

Email: pdev@csuchico.edu

Web: www.csuchico.edu/hr/pdev

Form 700: form700@csuchico.edu

Performance Evaluations: pdev@csuchico.edu

BENEFITS/EMPLOYEE LEAVES AND WORKERS' COMPENSATION

Email: Benefits@csuchico.edu & Leaves-workcomp@csuchico.edu

Web: www.csuchico.edu/hr/benefits & www.csuchico.edu/hr/elwc

LABOR RELATIONS

Email: laborrelations@csuchico.edu

Web: www.csuchico.edu/hr/labr



BUSINESS & FINANCE SUPPORT PLAN MODIFIED SERVICES

Mail, Shipping & Receiving

MAIL

Mail Services is providing services **Monday-Friday, 7:30 am-4:00 pm.**

All campus mail will be held unless previous arrangements have been made for delivery or pick-up. Pick-up is available by appointment only.

To schedule an appointment or if you need assistance:

Call: 530-898-5326
Email: mailroom@csuchico.edu
Web: www.csuchico.edu/busv

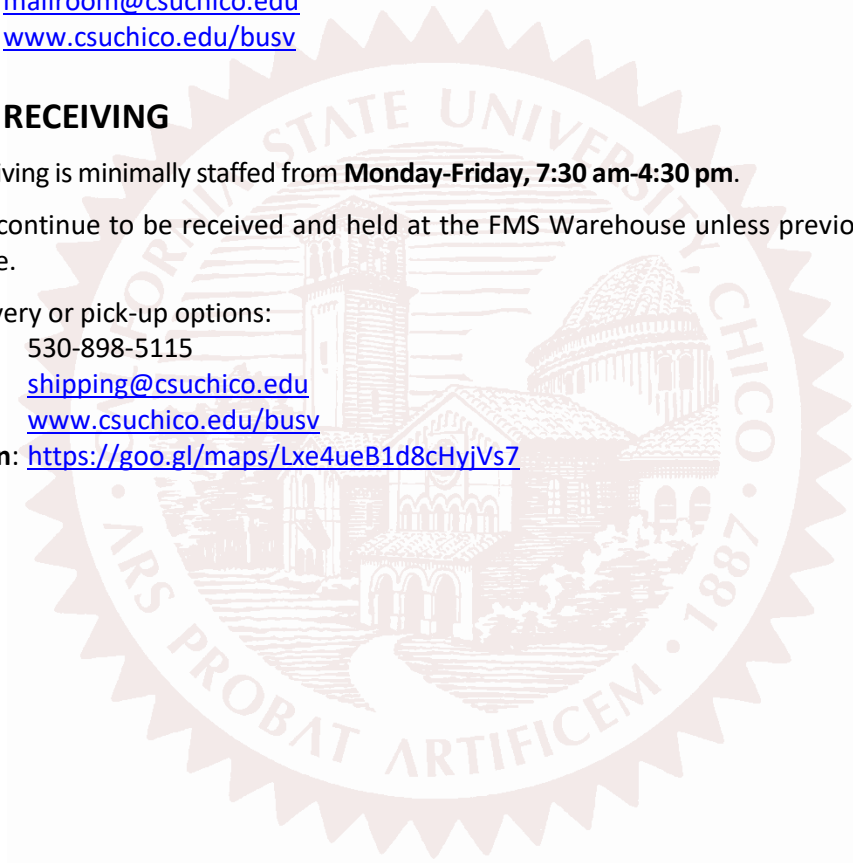
SHIPPING & RECEIVING

Shipping & Receiving is minimally staffed from **Monday-Friday, 7:30 am-4:30 pm.**

Shipments will continue to be received and held at the FMS Warehouse unless previous arrangements have been made.

To arrange delivery or pick-up options:

Call: 530-898-5115
Email: shipping@csuchico.edu
Web: www.csuchico.edu/busv
Location: <https://goo.gl/maps/Lxe4ueB1d8cHyjVs7>





BUSINESS & FINANCE SUPPORT PLAN MODIFIED SERVICES

Procurement & Contract Services

OFFICE HOURS

Procurement and Payment Specialists are available remotely **Monday-Friday, 8:00 am-5:00 pm.**

They will continue to provide primary support for all “procure-to-pay” needs and can help with the acquisition of University related purchases.

Visit www.csuchico.edu/purc for assignment and contact information.

For the latest, up-to-date information see [Financial Services COVID-19 Processes](#).

PURCHASE ORDERS & CONTRACTS

Purchase requisitions for supplies and services should be submitted via CFS (PeopleSoft) online. Attachments, (quotes, forms, contracts, etc.) can either be attached to the requisition within CFS, or emailed directly to the department’s Procurement Specialist.

Electronic & Information Technology purchases still require the submission and approval of ITPR prior to purchase. Visit [IT Procurement Review](#) for information.

CANCELLATION OR DELAY

Cancellation or delay for items or services already contracted can be complex. Your Department Procurement Specialist can help with the legal language and work through the options with the supplier. Reach out to them as soon as possible for help if needed.

TELECOMMUTING SUPPLIES DURING COVID-19 EMERGENCY

To facilitate the acquisition of needed office supplies during telecommuting (paper, pens, ink for printer, etc.) staff are encouraged to make purchases through the StaplesAdvantage Personal Purchase Program with their personal credit card and have items shipped directly to their home address. Please refer to our [web page](#) for the most up-to-date instructions and reimbursement procedures.

SHIPPING

Items purchased for University business should **only** be shipped to the University’s Shipping & Receiving department. Shipping items to a home or off-campus address **using University funds is not allowed.** Please contact your Procurement Specialist for help. Visit Shipping & Receiving website at www.csuchico.edu/busv for more information or call 530-898-5115 to arrange pickup.

SUSPENDED SERVICES

Notary Services are suspended until further notice.



BUSINESS & FINANCE SUPPORT PLAN MODIFIED SERVICES

Property Management

Property Management is working remotely from 8:00 am-5:00 pm, Monday-Friday.

For questions related to asset tagging, asset inventory or surplus, please contact the Property Management Office:

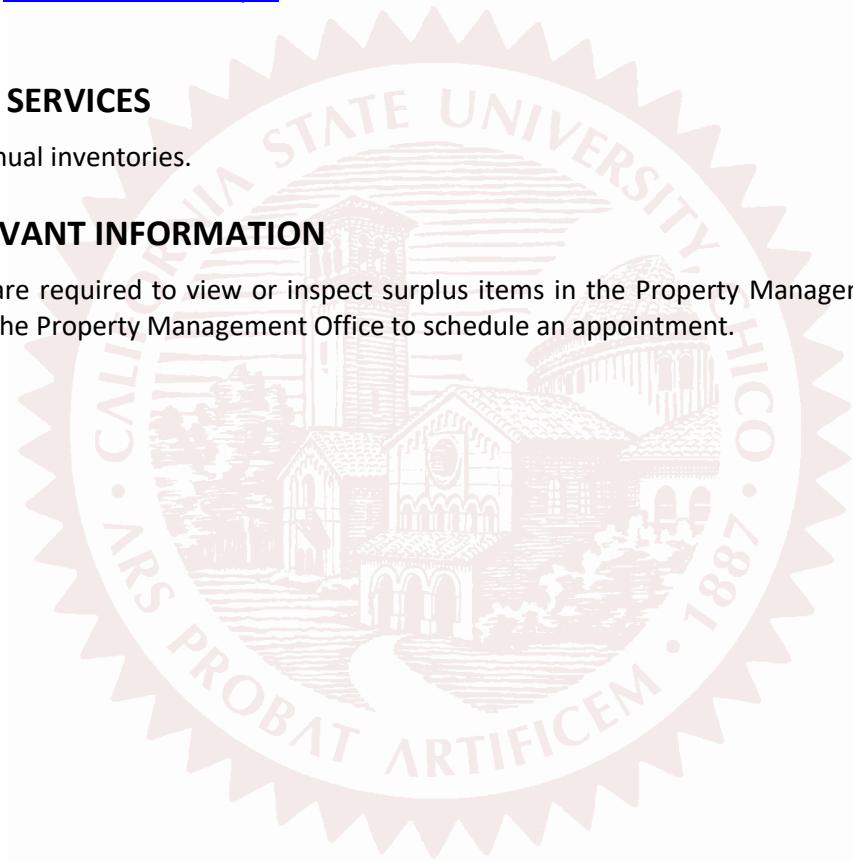
Call: 530-898-5176
Email: property@csuchico.edu
Web: www.csuchico.edu/pm

SUSPENDED SERVICES

Department annual inventories.

OTHER RELEVANT INFORMATION

Appointments are required to view or inspect surplus items in the Property Management warehouse. Please contact the Property Management Office to schedule an appointment.





BUSINESS & FINANCE SUPPORT PLAN MODIFIED SERVICES

Risk Management

RISK MANAGEMENT

The office of Risk Management is fully staffed and working remotely **Monday-Friday, 8:00 am-5:00 pm**.

If you need assistance:

Email: risk@csuchico.edu

Web: www.csuchico.edu/risk

Questions **specifically related to COVID-19** should be directed to the Chico State Emergency Operations Center (EOC) for proper routing and evaluation.

Email: EOC@csuchico.edu

Questions related Risk Management, Subpoenas or Public Records Act Requests should be directed to one or more of the following Risk Management contacts.

Karen Hueton, Administrative Support Assistant

khueton@csuchico.edu

530-898-6279

Lori Rice, Administrative Support Coordinator

lmrice@csuchico.edu

530-898-6043

Mike Thorpe, Director of Risk Management & Business Services

methorpe@csuchico.edu

530-898-5566

OTHER RELEVANT INFORMATION

Responses to subpoenas and Public Records Act requests will be delayed as campus is operating in a predominantly virtual working environment.



BUSINESS & FINANCE SUPPORT PLAN MODIFIED SERVICES

Staff Council

CONTACT INFORMATION

The office of Staff Council is working remotely Monday-Friday, 8:00 am-5:00 pm.

If you need assistance, please contact Mary Bowman or Tawnie Peterson via email or Microsoft Teams.

Email:

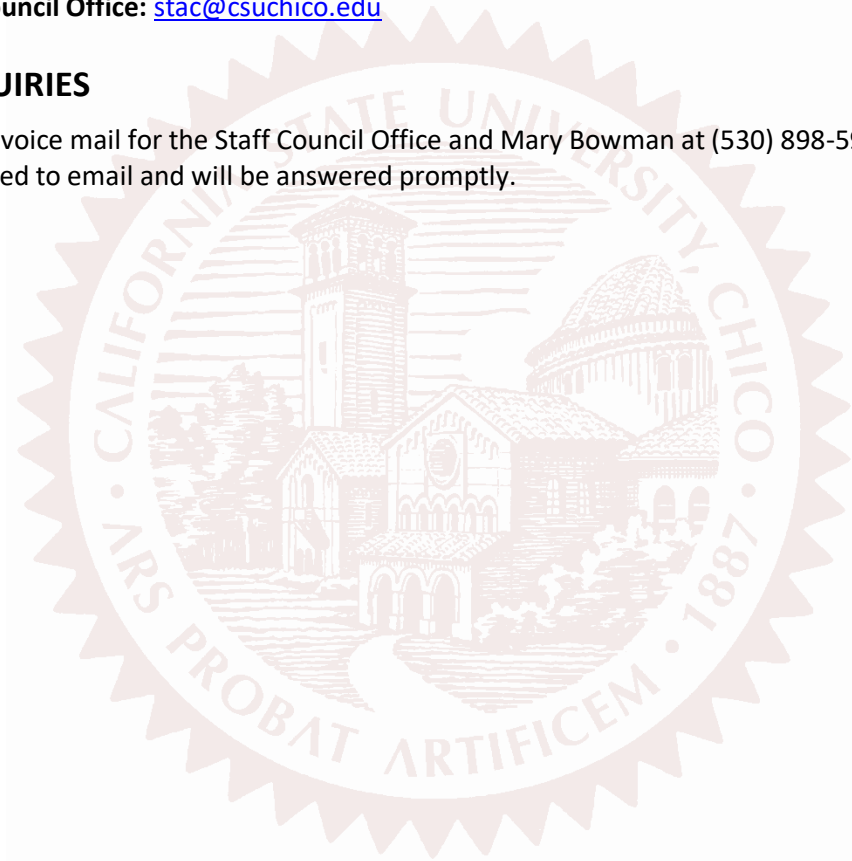
Mary Bowman: mebowman@csuchico.edu

Tawnie Peterson: tpeterson@csuchico.edu

Staff Council Office: stac@csuchico.edu

PHONE INQUIRIES

You can leave a voice mail for the Staff Council Office and Mary Bowman at (530) 898-5905. Voicemails will be transferred to email and will be answered promptly.





BUSINESS & FINANCE SUPPORT PLAN MODIFIED SERVICES

Student Financial Services

For the most current information, please refer to the Student Financial Services website at:
<https://www.csuchico.edu/sfin/index.shtml>

CHECK DISTRIBUTION

Student Financial Services will be distributing checks from 1:00 pm – 4:00 pm on Thursdays and 1:00 pm – 4:00 pm on any payroll distribution date.

Distributions will be conducted in the Student Financial Services Office – SSC 230. Masks and social distancing are required.

The mailing of checks is encouraged. You can request your paycheck be mailed to you by sending an email to cash@csuchico.edu.

REFUNDS

Student Financial Services will be on campus to print refund checks on Tuesdays, 8:30 am-10:30 am and Wednesdays, 10:30 am - 12:30 pm. These refund checks include financial aid, parking, housing, and short-term loans.

Financial aid refunds will continue with their regular schedule. For checks, all financial aid refunds will continue to be sent in the mail (no in-person pick up). Students signed up for direct deposit will see credits automatically deposited into their account on Thursdays.

Short-term loan checks will be reduced to once a week and will be direct deposited if possible. Checks will be available for pick up from 1:00 pm to 4:00 pm.

ANNUAL FUND

Student Financial Services will be on campus to batch donations on:
Thursdays from 1:00 pm to 4:00 pm.

RECEIPTING

Student Financial Services will be on campus to receipt mailed in payments on:
Thursdays from 1:00 pm to 4:00 pm.

SUSPENDED SERVICES

Petty cash reimbursements are now on hold.



BUSINESS & FINANCE SUPPORT PLAN MODIFIED SERVICES

Title IX/DHR and Clery Reporting

CLERY REPORTING

The University Clery Unit will be working remotely **Monday-Friday, 8:00 am-5:00 pm**, with on-call Timely Warning support 24/7.

Call: 530-898-6184

Email: clery@csuchico.edu or cpahlka@csuchico.edu

Clery reporting should occur as normal with all Campus Security Authorities (CSAs) expected to report Clery crimes using the CSA reporting link on Clery website: <https://www.csuchico.edu/clery/>

Evaluations for Timely Warnings and Emergency Notifications will occur as normal. Any questions can be directed to clery@csuchico.edu.

TITLE IX/DHR INVESTIGATIONS & SUPPORT

The Title IX/DHR Office will be working remotely **Monday-Friday, 8:00 am-5:00 pm**.

REPORTS & ACCOMMODATIONS

Reports are taken through email or phone via any of the contact information provided below and managed through the online Maxient system. Accommodations are provided after assessment by Rob, Gloria, Dylan, and Regina, and are accomplished remotely.

Title IX Office: titleix@csuchico.edu

Dylan Saake: dsaake@csuchico.edu or call 530-898-3116

Regina Bennett: rabennett@csuchico.edu or call 530-898-4949

Robert Morton: ramorton@csuchico.edu

Gloria Godinez: ggodinez5@csuchico.edu

INVESTIGATIONS

All investigations are moving forward under online methods. Formal complaints are submitted via online methods or email. Interviews, report writing, and hearings are conducted remotely. Rob and Gloria are the principal investigators.



BUSINESS & FINANCE SUPPORT PLAN MODIFIED SERVICES

University Budget Office

OFFICE HOURS

The University Budget Office will be working remotely **Monday-Friday, 8:00 am-5:00 pm**.

University Budget Office staff are doing everything we can to continue business as usual while working remotely. Please feel free to email us if you need any help with your budget or need assistance and if you leave your phone number, we will also be happy to call you back. Email contact info is below:

Budget Office:	budgetcfs@csuchico.edu
Rebecca Joyner:	rjoyner@csuchico.edu
Eileen Chavez:	esaiello@csuchico.edu
Jessica Anderson:	jranderson@csuchico.edu
Josh James:	jhames@csuchico.edu
Jeni Kitchell:	jkitchell@csuchico.edu

BUDGET TRANSFERS

Budget Transfers will continue to be processed as usual. Please continue using the Budget Transfer template and email your requests to budgetcfs@csuchico.edu to get them posted.

STAFF ACTION FORMS

Staff Action Forms will continue to be processed using email and electronic signoffs.

SUSPENDED SERVICES

Monthly in-person trainings for CFS Data Warehouse and the Budget Pivot Projection Tool are suspended until further notice. We are still available for trainings via Zoom and can answer any of your questions about the CFS Data Warehouse or Budget Tool via email or phone so feel free to reach out to us.



BUSINESS & FINANCE SUPPORT PLAN MODIFIED SERVICES

University Police

POLICE PREVENTATIVE PATROL AND 9-1-1 DISPATCH

Services remain as normally staffed and scheduled. **Available 24/7.**

Call: 530-898-5555 – answered 24/7
(9-1-1 in an emergency)
Email: upddispatch@csuchico.edu
Web: <https://www.csuchico.edu/up/>

SUSPENDED SERVICES

The LiveScan and Lost and Found services at the Information Center have been suspended. Please call the UPD dispatcher at 530-898-5555 for a list of businesses providing LiveScan Services. Lost and Found may be brought to the UPD Lobby.

An appointment is needed to claim found or evidentiary property. Please call 530-898-5555.

OTHER RELEVANT INFORMATION

Dispatchers are pre-screening medical service calls to ensure that first responders may arrive on scene safe and prepared to fully carry out their duties. If you call UPD with a medical call, please disclose as much information as possible to dispatch, including any COVID-19 symptoms of those in need of assistance.

Commander Christopher Nicodemus is serving as the lead administrator for the department.