AGENDA

• Purchasing
  • Introductions: Gene Surh, Director, Purchasing & Contracts
  • Unauthorized Purchase form
• Sibson Organizational Assessment – draft report highlights for Business & Finance
  • Automation of forms/processes
  • Process requirements clarification – hospitality and pcard
  • Communication
• Accounting
  • Year-end calendar
  • Pcard reconciliation due dates calendar
• Budget
  • Blue book submissions – preliminary due 4/30/2020 and final mid-August
  • Requests for new deptid – new field added to tie with NACUBO program code for State reporting purposes; requests needed one pay period in advance
  • Budget projections – guidance on how to analyze/prepare them
  • Blue book pivot tables to generate journals – demo/tutorial from Adrian Witt
Procurement and Contracts

Gene Surh, Director, Procurement & Contracts
Maria Hernandez, Associate Director Procurement & Contracts
Unauthorized Purchase Request Form

Purchases for goods or services without written delegated authority or without an authorized purchase order/contract in place is considered to be an “unauthorized purchase.” Submission of this request does not guarantee approval of payment. Until notification that approval is granted, the unauthorized purchase is not considered an obligation of the University and may lead to personal liability.

Form Components

1. Department and Vendor Information
   - Department Information
   - Transaction Information (amount, vendor, description)
   - Chartfield

2. Justification
   - Attach supporting documentation
   - Detailed facts of situation, and why purchasing procedures were not followed
   - What steps will be taken to avoid another unauthorized purchase

3. Acknowledgement and Authorization
   - Requestor agrees to follow policy, understands they do not have DOA, and may be held personally responsible
   - Dean/Chair/Administrator Approval
   - Procurement Approval
Current vs. New Process

Current Process:

1. Unauthorized order for goods and services placed.
2. Good or Services rendered.
3. Invoice received for payment.
4. After the fact requisition entered in PeopleSoft or Direct Pay payment requested.
5. Buyer cancels requisition and notifies requester.
6. Requester submits Direct Pay with After-the-Fact justification.

Now What?

Nothing, Business as Usual.

New Process:

1. Requester submits the Unauthorized Purchase Approval Request Form to Procurement for Approval, to include:
   - Dept/Vendor/Transaction information
   - Justification, and preventative measures
   - MUST be approved by Dean/Chair/Administrator
2. Procurement reviews, approves/denies and submits to AP for payment.
3. Procurement to notify the vendor that they provided goods and/or services to an unauthorized individual without a PO and that they run the risk of not being paid by the University if it continues.
4. Procurement submits form (if approved) to Accounting for vendor payment in lieu of direct pay form.
5. Procurement to send Quarterly notifications to VP's (or as requested).

Now What? Accountability
Sibson Consulting organizational assessment recommendations for Business & Finance

Wayne Nishioka
Accounting Services

Cecilia Patz, Director, Accounting Services
Year-End and Pcard Reconciliation Calendar

Year-end calendar

Pcard reconciliation calendar
https://www.csudh.edu/accounting-services/
Budget Administration

Wayne Nishioka, Interim AVP, Business & Finance
Grace Torres, Budget analyst
Adrian Witt
Budget Information & Forms Website:
https://www.csudh.edu/budget-plan-admin/budget-info-forms/

CSYOU Website for CSU BU Rule 4 Code:
## Year-end Projections

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<th>Encumbrances</th>
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Questions