AGENDA

1. AP - Electronic invoices
2. Procurement and Contracts
   a. New P-card Requests
   b. Home Deliveries
   c. Critical/Emergency Requisitions (COVID-19)
   d. New Contract Submittals
   e. Adobe Sign for Contractual Agreements
3. Budget
   a. Federal Work Study
   b. Blue Book Due Date Reminder
   c. COVID-19 Cost Tracking for FEMA Claims
4. CFS MP 3.0 Fluid
5. Acrobat DC (Non-Contractual Signatures)
Accounting Services Updates

Reminder:

A/P email: payables@csudh.edu
To be used for approved invoices, direct pays, unauthorized purchase approval, travel claims, pcard reconciliations, refund requests

General Accounting email: genacct@csudh.edu
To be used for expenditure transfers and requests for invoice
Procurement and Contracts

Maria Hernandez
Procurement and Contracts Updates

1. New P-card Requests
   • Only if absolutely necessary

2. COVID-19 Purchasing Procedures
   • Home Deliveries
   • Staples Home Deliveries & Multiple Addresses
   • Critical/Emergency Requisitions
     ✓ “CRITICAL” in front of description
     ✓ COV19 Program or Class Code

3. New Contract Submittals
   • OCS (Online Contracts Solution)
   • Email Submittal

4. Adobe Sign for Contractual Agreements
Procurement and Contracts COVID-19 Procedures

https://www.csudh.edu/procurement/
Budget Reminders

- Federal Work Study - review and transfer via eFAST if student payroll actuals exceed award amounts
- Blue Book Due Date Reminder – 4/30/2020
- COVID-19 Cost Tracking for FEMA Claims
  - Working on process and communication with EOC to provide guidance and forms needing completion
CFS MP 3.0 Fluid

Wayne Nishioka
CFS MP 3.0 Fluid

Live: April 27, 2020

https://www.youtube.com/watch?v=fTXX2FQH-R8&feature=youtu.be
Acrobat DC (Non-Contractual Agreements)

Marci Payne