

# AP / PROCUREMENT LUNCH & LEARN

**July 19, 2023**





# Introductions

## **Maria Hernandez**

Director, Procurement and Contracts

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## **Ryan Heredia**

Director, Accounting Services/Controller

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# AGENDA

- Purpose of Accounts Payable/Procurement Lunch and Learn
- Areas of Responsibility (Accounts Payable/Procurement)
- Authorized Payment Mechanisms
- Unauthorized Purchase Request Form
- Requisition Process Overview
- Procurement Life Cycle (Simplified and Projects)
- Invoice and Payment Life Cycle
- Future Lunch & Learns
- Important Resources
- Questions



# Purpose of Lunch & Learn

- Create a forum to share important Accounts Payable and Procurement information, including, but not limited to:
  - Foster a culture of learning
    - Share expertise
    - Collaborate and learn
  - Policy review, understanding, updates
  - Review Procedures
  - Gather feedback



# Accounts Payable Responsibilities

- Invoices & Payments
- Direct Pay Forms
- Hospitality Forms
- P-card Statements (Audit)



# Procurement and Contracts Responsibilities

- Procuring Goods and Services
- Executing and Negotiating Contracts
  - Goods/Services/Construction/Student Placement Agreements/Facilities Leases
- Administration of the P-card and Fleet Card Program
- Informal/Formal Solicitation Process
  - Goods/Services/Construction
- Provide Procurement and Contracting Support to the Campus
- Compliance with State and CSU Policies
- Open Competition for State Dollars, Fair & Ethical and Professional Business Practice
- Annual Reporting to Chancellor's Office and State of CA



# Authorized Payment Mechanisms

**Requisition**  
CSU Dominguez Hills

Ship To: SHIPPING & RECEIVING  
HOURS OF OPERATION: 7:00 AM - 4:00 PM  
CSUDH RECEIVING DEPARTMENT  
300 EAST VICTORIA STREET  
CARSON CA 90747

Business Unit	Date	DHCP	APPROVED
Site ID	Date	Page	1
Requester	Entered By	Mortaro, Susana	

Line	Sch	Dist	Description	Fund	Dept	Category	Quantity	UOM	Class	Price	Extended Amt	Due Date
1-1			See attached quote for housing phase 3 dorm furniture.	42000	1,000	LOT	1,403,534.23			1,403,534.23	01/07/2020	
1-1-1		607009	HT301	48000				SHPE001			1,403,534.23	
<b>Line Total:</b>											1,403,534.23	
<b>Total Requisition Amount:</b>											1,403,534.23	

Buyer: Hernandez, Maria  
Supplier: 6000008787 STAPLES ADVANTAGE

see attached quote.

Requisition



Pcard

AP USE ONLY	AP USE ONLY					
VENDOR #:	VOUCHER #:					
<b>CLEAR FORM</b>						
<b>CSUDH</b>						
<b>DIRECT PAY FORM</b>						
Accounting Services WH-430 310-243-3807						
THIS FORM MAY ONLY BE USED FOR THE CATEGORY OF ITEMS LISTED IN THIS DROP-DOWN MENU						
Category: <b>SELECT ONE - REQUIRED</b>						
<small>NOTE: If you do not see an appropriate category, please inquire with A/P or create a requisition.</small>						
Check appropriate boxes (NOTE: LIMIT 1 INVOICE/RECEIPT PER FORM)						
Type of payment:						
<input type="checkbox"/> Vendor Payment	<input type="checkbox"/> Student Payment (Requires AP pre-approval)					
<input type="checkbox"/> Employee Reimbursement	<input type="checkbox"/> Non-Employee Reimbursement					
Date:	Amount Requested:					
Name/Payable To:						
Payment address:						
Payment Method:	<input type="checkbox"/> Mailed Check <input type="checkbox"/> Direct Deposit (hand deliver <a href="#">Direct Deposit form</a> )					
Purchase justification (also attach required documents - receipts, invoices, membership forms, etc.):						
PeopleSoft Chartfields to be charged:						
ACCOUNT	FUND	DEPT ID	PROGRAM	CLASS	PROJECT	AMOUNT
I certify that the above information is true and correct and that payments for these items have not previously been received or sent.						
Requested by: (Name)		Signature:		Date:		
Approved by:	Title:	Signature:	Date:			
I Must have signature authority on chartfields listed, and hold an employment classification of MPP, Dept, Head, Dept. Chair or Confidential				Department Name:		
				Contact Name:		
				Phone #:		

Direct Pay Form



# Unauthorized Purchase Approval Form

- Unauthorized Purchases, AKA “Confirming Order”
  - Occurs when a University Employee places an order directly with the vendor for goods and/or services without the issuance of an authorized Purchase Order by Procurement and Contracts. A requisition is entered into PeopleSoft After-the-Fact in an attempt to pay the vendor.
- It is an unauthorized commitment of University funds.
- Your requisition will be cancelled.
- [Unauthorized Purchase Approval Request Form](#) will be required
- Why are After-the-Fact Purchased an Issue?
  - Violation of State Law and CSU policy
  - Audit finding
  - Potential Liability
  - Missed Opportunities
  - Affects Supplier Relationships

**CSUDH** Procurement and Contracts  
Welch Hall 8-485  
310-243-3799  
[www.csudh.edu/procurement](http://www.csudh.edu/procurement)

**Unauthorized Purchase Approval Request**

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.

**TYPE OF PAYMENT** (must submit one form per invoice): Vendor Payment  Employee Reimbursement

**DEPARTMENT AND PAYEE INFORMATION**

Requestor Name: \_\_\_\_\_ Department: \_\_\_\_\_ Division: **Select Option**  
Requestor Email: \_\_\_\_\_ Requestor Phone No.: \_\_\_\_\_  
Paper Name: \_\_\_\_\_ Month/Year of Purchase: \_\_\_\_\_ Total Amount: \$ \_\_\_\_\_  
Requested Item(s)/Service: \_\_\_\_\_

**CHARTFIELD**

Account: \_\_\_\_\_ Fund: \_\_\_\_\_ Dept ID: \_\_\_\_\_ Program: \_\_\_\_\_ Class: \_\_\_\_\_ Project: \_\_\_\_\_

**JUSTIFICATION** (must complete all three questions below)

The following justification information is required before payment will be considered. Attach proof (packing slip, freight bill or invoice) of delivery or services performed. Attach other necessary supporting documentation, including but not limited to vendor form (if new vendor), hospitality approval (if applicable), and Independent Contractor form (if applicable).

1. What is the reason the Procurement policy was not followed? **Select Option**
2. Provide the detailed facts explaining this situation and why the standard purchasing procedures were not followed:
3. What steps have been or will be taken to avoid another unauthorized purchase in the same or similar situation?

**ACKNOWLEDGMENT AND AUTHORIZATION**

By signing below, I, the Requestor, agree to follow the University's procurement processes and acknowledge that this document will be kept on file for review and tracking.

Requestor: \_\_\_\_\_ Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator (not for use): \_\_\_\_\_ Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

Procurement and Contracts: \_\_\_\_\_ Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit to Procurement and Contracts Department at [procurement@csudh.edu](mailto:procurement@csudh.edu).

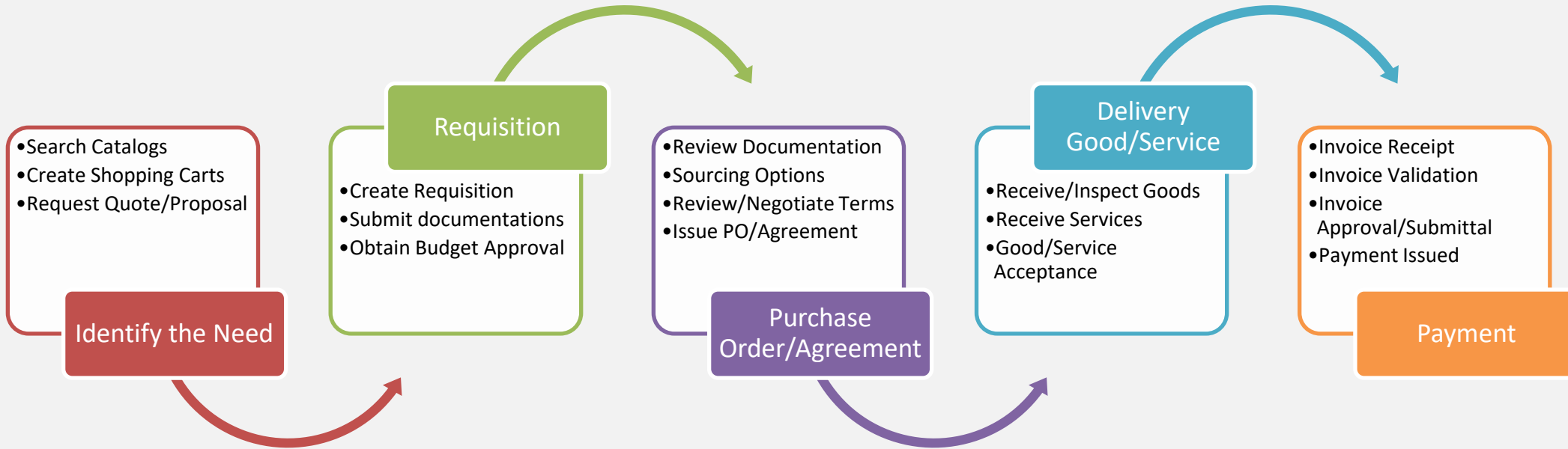
Rev. 10/2021

Unauthorized Purchase

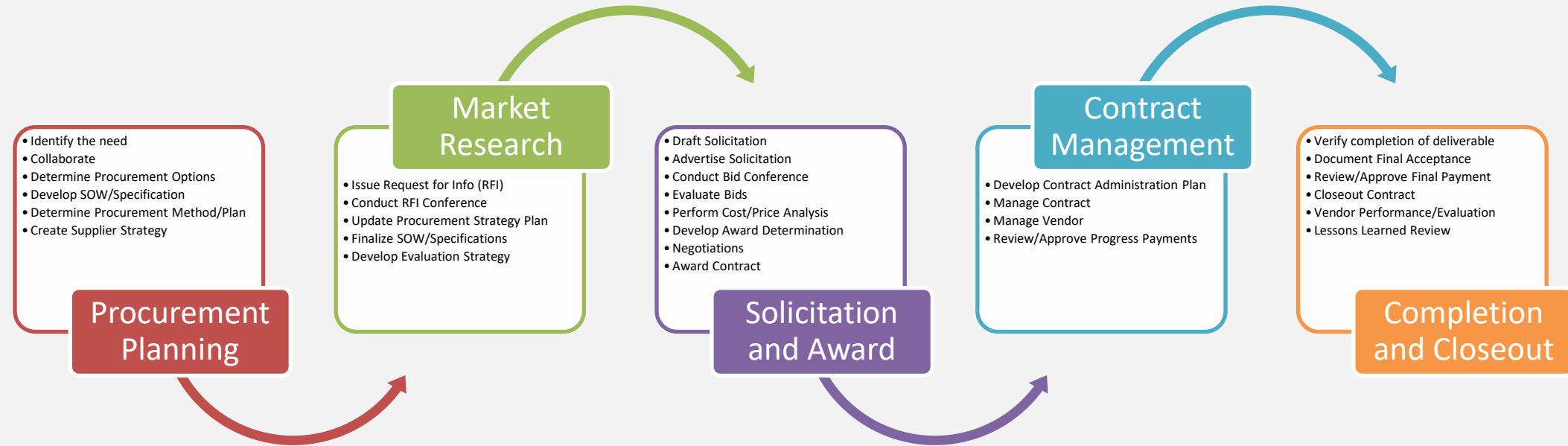




# Procurement Life Cycle - Simplified



# Procurement Life Cycle - Projects



# Invoice & Payment Life Cycle

Vendor Submits Invoice to [payables@csudh.edu](mailto:payables@csudh.edu)

AP Tech forwards invoice to the department, (requestor of the PO) with instructions

## Department reviews the invoice:

Was the good/service received?  
Does the PO have a receiving requirement? If so, was the item received in the system?  
Are there price discrepancies between the PO and invoice?  
Does the PO have sufficient funds to cover the invoice? If not, please submit a change order to procurement.

Approved invoice will be assigned to an AP Tech for review and processing

## Submit final, approved invoice to [payables@csudh.edu](mailto:payables@csudh.edu):

Must be a single, complete PDF file  
Do not combine multiple invoices into a single PDF  
Do not submit multiple PDF files for one payment

## Once it looks good, department obtains approval:

Signature of authorized approver on invoice  
PO# on invoice  
If PO has multiple lines, indicate which PO line to charge if this is a partial billing

If any issues are found, AP Tech will contact the department and will hold invoice until the issue is resolved

After final, approved invoice has been submitted, please allow 15 days processing time

You can check payment status. Instructions are located [here](#).



# Invoices & Payments

Instructions for submitting documents to Accounts Payable are located on the Accounts Payable [website](#).

All documents should be in the following format upon submission:

- PDF file, as an attachment
- 1 single, complete file (combine all backup)
- 1 invoice/request per PDF file
- PO# on invoice (if applicable)
- Approval signatures in signature fields of forms
- Approval signature on PO invoices

csudh.edu/accounting-services/ap/

**CSUDH** FUTURE STUDENTS ACADEMICS CAMPUS LIFE STUDENT SUPPORT ABOUT

HOME / ACCOUNTING SERVICES / ACCOUNTS PAYABLE

## ACCOUNTS PAYABLE

General Accounting

Accounts Payable

Travel

Hospitality

Delegation of Authority (DOA)

Student Financial Services

Staff Listing

Forms

### LATEST NEWS

Commencement 2023 Highlights Perseverance

Athletics Offers 'Wider Lens' On Academic Excellence, Says CSUDH AD Eric McCurdy

From Skid Row To College Graduate

### EVENTS

Associated Students Inc. Leadership Development Workshops  
Friday, July 7, 2023

Monthly Facilities Updates  
Tuesday, July 11, 2023

Laker Student Union, Inc. Pro Team Meeting  
Wednesday, July 19, 2023

Office Of Student Life - Club And Org Recognition Orientation  
Wednesday, July 26, 2023

For student and cashing assistance, send email to [sls@csudh.edu](mailto:sls@csudh.edu).  
For accounts payable assistance, visit [Help/Contact](#).  
For general accounting and accounts receivable assistance, send email to [genacct@csudh.edu](mailto:genacct@csudh.edu).

Accounts Payable (AP) provides payments to vendors for goods and services provided to the University, as well as reimbursement of employee travel and hospitality expenses.

**Kara Bush**  
Accounts Payable Lead  
[kbush@csudh.edu](mailto:kbush@csudh.edu)  
(310) 243-2341

All invoices are divided alphabetically by company name, while individuals are distributed by FIRST name, and are handled by the following technicians:

**A - C:** [Brianda Quintero](#), ext. 2499  
**D - P:** [Tranico Anthony](#), ext. 2365  
**Q - Z:** [Iris Talacac](#), ext. 1068  
**Travel, PCard Audit:** [Juan Carlos Rodriguez](#), ext. 3863  
**Travel, PCard Audit:** [Sam Robles](#), ext. 2285

The general phone number for Accounts Payable is (310) 243-3807.

Any questions regarding contracts should be directed to [Procurement and Contracts](#) at [procurement@csudh.edu](mailto:procurement@csudh.edu).

Any questions regarding obtaining a Pcard, Pcard approval requests, Pcard policy inquiries, etc. should be directed to [p.cards@csudh.edu](mailto:p.cards@csudh.edu).

Submitting Payments Travel Forms

Check on payment status Hospitality DOA (Signature Authority)

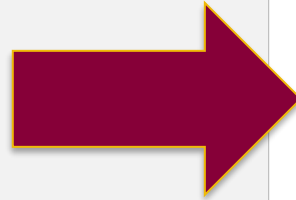
Help/Contact Direct Deposit for Reimbursements





# Invoices & Payments

The same [webpage](#) also has information about the various payment methods as well as expense types that require additional information or approvals.



A screenshot of a web browser window showing a webpage. The address bar at the top contains the URL 'csudh.edu/accounting-services/ap/submitted-payments'. The page content is organized into two main sections. The first section, 'WAYS TO PAY', lists five items: 'Purchase Order', 'Procurement Card', 'Direct Pay', 'Reimbursement', and 'Accounts Payable FAQ', each preceded by a red plus sign. The second section, 'PAYMENTS REQUIRING ADDITIONAL INFORMATION OR APPROVAL', lists seven items: 'Memberships', 'Publication-related expenses', 'Clothing for employees', 'Promotional Items &amp; Customized Products', 'Prior-year expenses', 'Independent Contractors', and 'Sponsorships', each preceded by a red plus sign. The browser's search, share, star, and refresh icons are visible in the top right corner.



# Future Lunch & Learns

- Survey
  - We want to hear from you!
  - Complete the Survey following this meeting and let us know what AP and/or Procurement topics we should discuss.
- Recordings and PowerPoint Presentation
  - Recordings and Presentations will be posted on the Procurement and Accounting webpages.
    - <https://www.csudh.edu/procurement-contracts/procurement-contracts/>
    - [Accounts Payable website](#)
- Upcoming Sessions (Quarterly)

## 2023

Wed. July 19, 12pm - 1pm

Wed. Oct. 11, 12pm - 1pm

## 2024

Wed. Jan. 17, 12pm - 1pm

Wed. April 10, 12pm - 1pm



# Important Resources

- [Procurement and Contracts](#)
  - Access Recorded Training Sessions
- [Procurement Card](#)
- [CSU Contracts and Procurement Policy](#)
- [Accounts Payable](#)



# Questions?





# Contact Information

Thank You!

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