



UNIVERSITY CORPORATION



CSU MONTEREY BAY

Research, Housing and Commercial Services

Housing Auxiliary Services



Vending Contracts



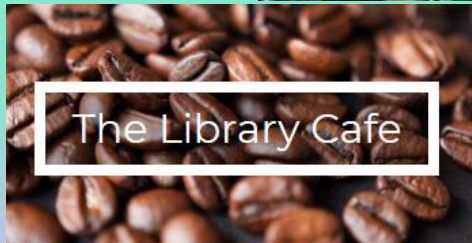
K
A
Z
U



Dining Services



Bookstore



Child Development Center

Contact Information

University Corporation Contacts		E-mail	Extension
Kevin Saunders	Executive Director	kesaunders@csumb.edu	
Starr Lee	Associate Executive Director	stlee@csumb.edu	5027
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Allison Bagchee	Procurement & Risk Mgmt Analyst	abagchee@csumb.edu	3100
Sherry Baggett	Controller	sbaggett@csumb.edu	3395
Monica Rodriguez	Accounting Manager	morodriguez@csumb.edu	3555
William Cline	KAZU, Foundation Accounting	wcline@csumb.edu	5184
Scott Machado	Housing Operations and Accounts Receivable	smachado@csumb.edu	4429
Lorena Villalobos	Asset Management, Cash Receipts, Related Entities	lvillalobos@csumb.edu	4434
Heather Wilks	Accounts Payable/Pro-card/Travel	hwilks@csumb.edu	4017
Therese Chambers	Accounts Payable/Pro-card/Travel	thchambers@csumb.edu	3125
Patty Madrigal	Accounts Payable/Pro-card/Travel	anmadrigal@csumb.edu	4162
Cyndi Lynch	Accounting Clerk (Pro-card recons/Chartfield Forms)	clynch@csumb.edu	4444
Martin Medina	Post Award Manager	marmedina@csumb.edu	3141
Linda Bosio	Grants Accountant	lbosio@csumb.edu	3108
Rose Marie Paras-Florita	Lead Grants Analyst	rparas-florita@csumb.edu	4236
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Invir Nahal	Payroll & HR Assistant	inahal@csumb.edu	3405

Hospitality

APPENDIX A

Per Person Rates for Meals, Light Refreshments and Alcoholic Beverages

Maximum rates for meals, light refreshments and alcoholic beverages for on-campus and off-campus meetings and events, including employee meetings.

Meal Type	Maximum per Meal Rates
Breakfast:	\$30
Lunch:	\$40
Dinner:	\$75
Light Refreshments:	\$30

Note:

- The above rates are inclusive of meals, sales tax, equipment fees, and delivery and service fees.
- The combination of light refreshments and a meal requires a one-up authorization.
- The rates will be increased on July 1 of each year (excluding July 1, 2019) by 3%, and will be issued by the Corporation business office. The Vice President of Administration & Finance will review the rates periodically and re-set the rates as they deem prudent.

<https://csumb.edu/corporation/corporation-forms>



Post Award Accounting



Account Code Usage

- Expenses should be posted to budgeted categories
- Code expenses to the applicable account code
- Refer to the Most Commonly Used Account Codes found here:

<https://csumb.edu/corporation/corporation-forms>

University Corporation

About ▾ Policies Home ▾ Payroll Post-Award Administration ▾ Human Resources ▾ Auxiliaries Services ▾ Forms ▲

Corporation Forms What's New? Board Meetings New Employee Information

CSUMB Home > Corporation > Forms

Corporation Forms

↓ [Most Commonly Used Accounts](#)



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Account Code Usage

Account Codes roll-up to a GAAP Object Code

- 601 Salaries & Wages
- 603 Benefits Equipment
- 604 Communications
- 605 Utilities
- 606 Travel
- 607 Capitalized Equipment
- 613 Contractual Services
- 616 Information technology
- 619 Non-Capitalized Equipment
- 620 Sub-Recipient
- 622 Participant Support
- 660 Miscellaneous Operating Expenses
- 662 Indirect Costs

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Account Code Usage

Exceptions

➤ Supplies

- We will work with SPO to have any specific items budgeted to their respective account categories per the budget justification/narrative, where feasible.
- Post Award will be responsible for including these segregated costs in sponsor approved budget categories for invoicing and reporting.

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Account Code Usage

Exceptions

➤ Travel

- Use 660009 Registration for conference or meeting registration expenses.

➤ IT Expenses (Computers, software, etc.)

- Use the 616xxx account code series:
 - 616001 IT Communications
 - 616002 IT Hardware
 - 616003 Software
 - 616005 Misc IT Expense

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Account Code Usage

Participant Support (PSUPP) Costs

- 622002 is the typical participant support cost code. It is excluded from Indirect Cost (IDC) per Uniform Guidance.
- 622001 limit usage, may be replaced with PSUPP class code (below).
- PSUPP class code
 - Used when a particular participant support cost, that wasn't necessarily budgeted in the grant but is still generally allowable, needs to be recorded as participant support but with IDC. Expense coded to applicable account code but with this class code. Aids in the tracking of participant support costs for UCorp's financial reporting.
- "02" Projects
 - Used when you would like the participant support costs separated from grant budget
 - Allows for detailed accounting of expenses
 - Entire Project sheltered from IDC

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Account Code Usage

Food/Catering/Hospitality

- 613818 - May be used for A'viands and contracted catering. If paying by Procurement Card, include invoice number and event date in your reconciliation descriptions.
- 660859 - Food for meetings or workshops with an agenda.
- 660828 - Only use when promoting the University and its programs to individuals or organizations.

Note:

All hospitality requires an attendance list, sign-in sheet or flyer depending on funding source or event.



Supporting Documentation & Justification



ProCard Reconciliation

- Provide as much detail in the description section as possible

Examples:


- Avoid: “Purchase for grant supplies”
- Better: “Purchase of waterproof boots to collect river samples for Task 2 of grant”

RAT/TEC


- Provide as much detail as possible and how it relates to the grant

Examples:

- Avoid: “Conference for grant”
- Better: “Travel to ABC Conference to fulfill grant requirement”



Supporting Documentation & Justification



Receipts

- Due to sponsor invoicing and/or audit requirements, we are requesting that original receipts be kept for the duration of the award, plus 90 days.
- These receipt requirements may not be expressed by the sponsor at the beginning of the award.
- Sponsors can request this documentation before approving payment for an invoice submitted to them or during monitoring periods.

How to Process CSUMB Facilities Rentals Invoices

Once you've received your invoice from Events & Facilities submit a Revenue & Expense Transfer form along with the invoice.

Found here: <https://csumb.edu/corporation/corporation-forms>

▼ Accounting

↓ [Combined Check Request - replaces Payment Request, Personal Reimbursement or Registration Pay Request](#)

↓ [All Auxiliary - Fund \(Chartfield\) Request/Update Signature Authorization \(Corporation, Foundation, OSU\)](#)

How are these new forms working for you? How are they not? Please let us know! hwilks@csumb.edu

↓ [Deposit Slip](#)

↓ [Revenue and Expense Transfer](#)

↓ [Petty Cash Replenishment Form](#)

↓ [Request for Direct Charging of F&A Type Cost Form](#)


↓ [Service Center Request](#)

↓ [Subaward Invoice Certification](#)




How to Process CSUMB Facilities Rentals Invoices


- Transfer From Section: Enter the chartfield for the expense as it would appear on the grant.
- Transfer To Section: Enter the chartfield from the invoice to reimburse Events & Facilities.



UNIVERSITY CORPORATION
CSU MONTEREY BAY



FOUNDATION
OF CALIFORNIA STATE UNIVERSITY
MONTEREY BAY



CENTER STUDENT UNION
CSU MONTEREY BAY

Revenue and Expense Transfer Form

TRANSFER FROM: Department Name: _____

Unit	Account	Fund ID	Dept. ID	Class	Project Number	Amount	PO # (If Applicable)
TOTAL FROM:						<u>0.00</u>	

Authorized Signature: _____ Date: _____

TRANSFER TO: Department Name: _____

Unit	Account	Fund ID	Dept. ID	Class	Project Number	Amount	PO # (If Applicable)
TOTAL TO:						<u>0.00</u>	

Authorized Signature: _____ Date: _____



Purchasing and Contracts



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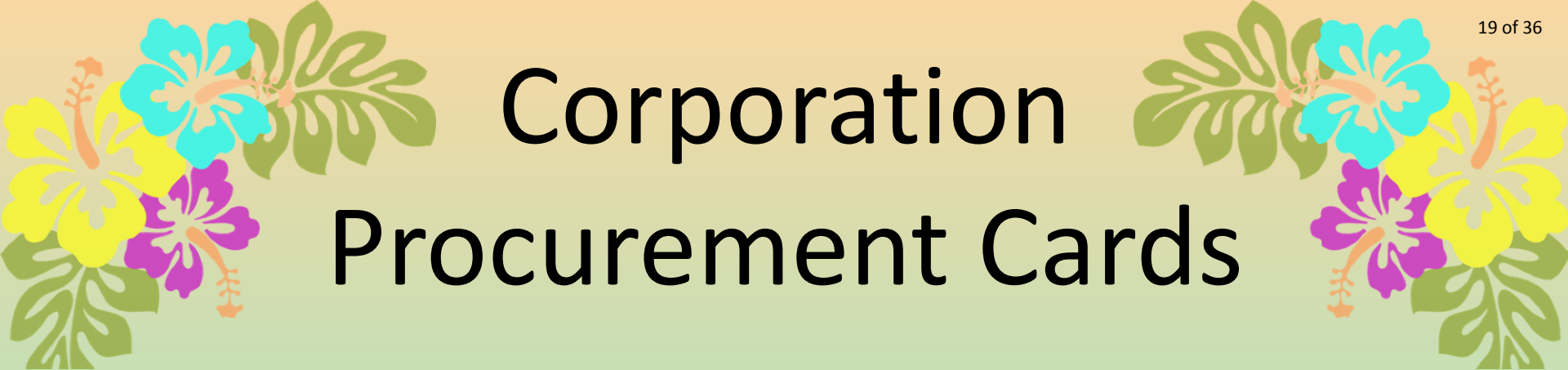
Purchase Requisitions

- Who should process the Purchase Requisition? When and what is required?
- Who processes the Purchase Order once the Purchase Requisition has been turned in?
- **REMINDER:** Purchase Orders cannot be processed until a completed University Corporation Vendor Data Record form has been filled out and turned in by the vendor.
- **Purchase Requisition numbers are DIFFERENT from Purchase Order numbers.** PO numbers should be listed on the invoice for payment after items have been received or services rendered. If you are purchasing goods, your items must be received by the Receiving department before the invoice can be paid. **It is the department's responsibility to make sure that the purchased goods are received. If your goods bypass the receiving department, contact them to complete this process.**

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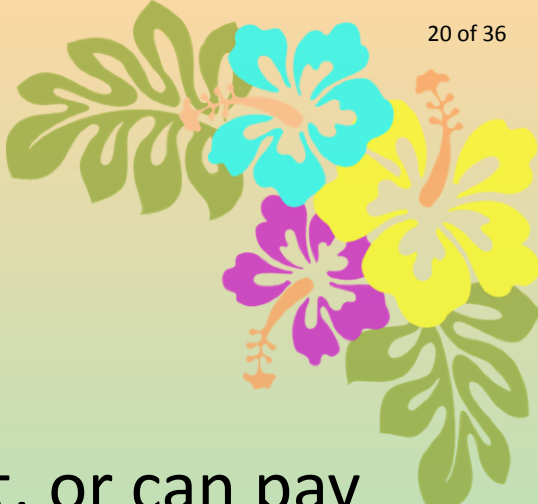

Purchasing Computers

- IT purchases should be done via PO to facilitate accurate record-keeping related to the acquisition, maintenance, control, and disposition of Corporation property
- Before purchasing a computer, you must submit an IT ticket request
- Once you have created your Purchase Requisition, you **must** attach your IT ticket request and obtain IT's approval signature before submitting the requisition to the University Corporation's Buyer



Corporation Procurement Cards

- As a reminder, procurement card reports and copies/scanned receipts are acceptable via email.
- Procurement card holders are to retain original receipts for 90 days after submission of procurement card reports to Accounts Payable. Original receipts are to be submitted upon Accounting's request.
- All procurement card reports should be sent to **Cyndi Lynch** at clynch@csumb.edu or University Corporation at Ryan Ranch.
- Fraudulent Charges on Procurement Cards:
 - Call the US Bank Fraud Department at 1 (800) 523-9078
 - If they ask for the last four digits of your Social Security Number, give them the last four digits of your Otter ID (we do not use Social Security Numbers when setting up your account)



Not sure if you need a PO, check request, or can pay with your procurement card? Check out our new payment matrix and updated policies and procedures on our website at:

<https://csumb.edu/corporation/corporation-forms>



Questions?



General Accounting



What's New and What's News?

- A non-employee RAT is no longer necessary when travel is associated with an Honorarium.
- The RAT now asks for traveler signature, please be sure that you are working with the updated form, see image below:

Signatures of Traveler and Approving Officials:

By signing below I HEREBY CERTIFY the following:

- I am currently a CSUMB or University Corporation Employee and I am following the University Corporation travel procedures.
- ****If I intend to drive any vehicle**, I have satisfied the State or UCorp defensive driver program (which will remain current for the duration of travel).
- ****If I intend to drive my personal vehicle**, I, a) have a current "Authorization to use Privately Owned Vehicle" form (STD.261) on file with the University Corporation; b) have the minimum liability insurance as required by State law (which will remain current for the duration of travel).
- **If I am traveling outside of the United States, foreign travel**, I have completed the UCorp Foreign Travel addendum so that foreign travel insurance can be obtained. I understand that additional approvals are required for foreign travel. Addendum must be attached.

Advances: By requesting an advance and signing this document, I acknowledge that the University Corporation is advancing me travel funds based upon my estimate of out-of-pocket expenses. I expressly authorize the University Corporation to assess the entire advance as taxable income or initiate collection proceedings if not properly claimed or refunded within 120 days after the end of the trip.

Traveler Signature	Date	Approving Official Signature	Date	Printed Name of Approving Official

If Foreign Travel

Provost Signature	Date	Printed Name of Provost	President Signature	Date
				Printed Name of President

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What's New and What's News?

Accounts Payable is now offering personalized training at the departmental level!

Processing travel requests and claims can be difficult, Accounts Payable is here to help.

We will be happy to meet with you at the location of your choice (Campus or Ryan Ranch) in order to discuss Accounts Payable Policies and Procedures and how they relate to your specific departmental needs.

Please contact us at [Ucorp Accounts Payable@csumb.edu](mailto:Ucorp_Accounts_Payable@csumb.edu) to schedule a meeting!



Prepaid Expenses

What are they?

Prepaid expenses are goods or services paid for and recorded in advance of their use or consumption in the course of business.

- Examples of prepaid expenses include insurance, rent, and multi-period service contracts.
- Prepaid minimum threshold is \$1,200 per year or \$100 per month.



Accounts Receivable



What is accounts receivable?

The amount owed to University Corporation or other Auxiliary of CSUMB by another entity/individual.

Example: workshop fees, sponsorships, housing, etc.

What should I do if I have an accounts receivable?

Always contact University Corporation Accounting.

William Cline x5184

Lorena Villalobos x4434

Scott Machado x4429

Monica Rodriguez x3555

Accounts Receivable(Cont.)

How do I invoice for an accounts receivable?

University Corporation Accounting travels back in time to obtain pre-numbered blank triplicate style invoices to be manually prepared.

*White-Sent to customer, Yellow-Retained by preparer, Pink-Send to Accounting



-If your department is approved to check out blank invoices, please contact Cynthia Lynch at x4444. She will assign them to your department.

-Departments should not create their own invoices.

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Accounts Payable

Frequent questions and reminders

Invoices are subject to Net 30 days payment terms. This means that an invoice will be paid 30 days after the date of invoice.

Note:

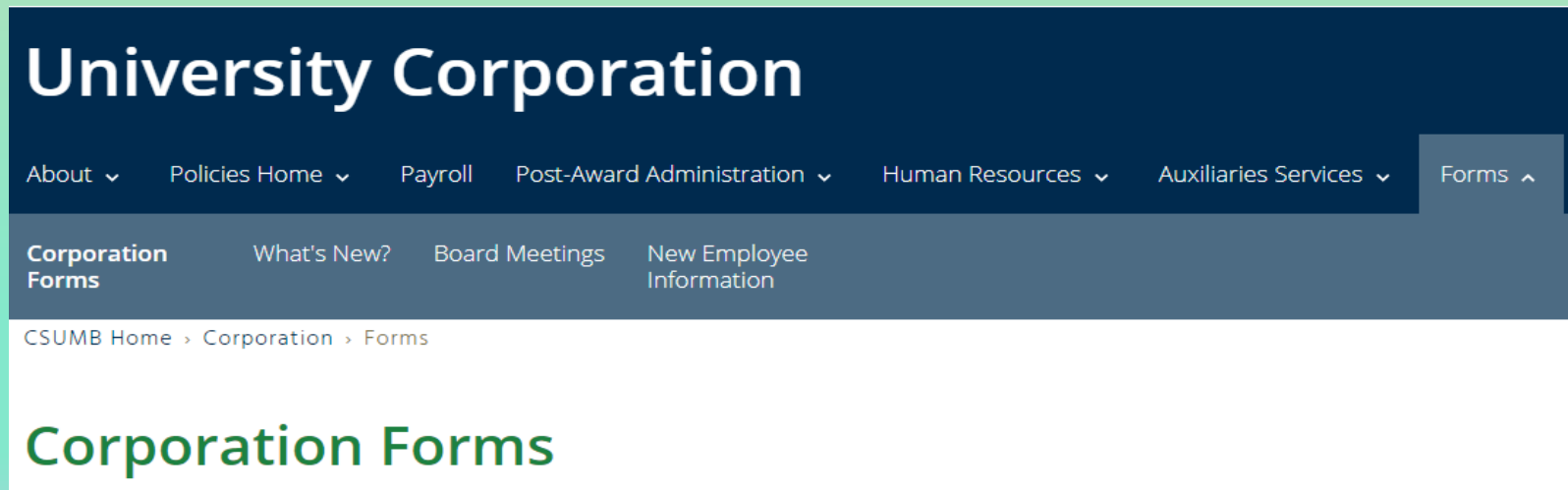
Invoices can only be set up for payment once all necessary backup documentation is complete, approved by the authorizing official and submitted to Accounts Payable. Processing time may vary.

Accounts Payable

Frequent questions and reminders

- Always check for, download and use updated forms on our website:

<https://csumb.edu/corporation/corporation-forms>



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Accounts Payable

Frequent questions and reminders

- When sales tax is not included on an invoice or a ProCard charge for tangible goods, use tax will be added and paid to the State of California based on delivery address. This amount will be charged to the same chartstring as the original purchase. If you are making a purchase for resale, contact Accounts Payable.
- When asking a vendor, supplier or payee to complete a VDR, be sure that they know to complete the section regarding Federal and State withholding status. ***All individuals and entities must provide their California State residency status. ALL individuals must provide their Federal withholding status.***



Honorarium Document Flow

Complete Honorarium Form: [Click Here](#)

All pages of the form and VDR should be completed and submitted prior to the event.

Option One:

Travel reimbursed to participant after event

- Submit:
 - Event announcement or flyer
 - Copy of approved Honorarium Form
 - Check Request
 - Use account code 660819 for Honorarium Amount (Taxable/Reportable)
 - Use account code 606804 for reimbursable travel expenses and provide all receipts (Non-Taxable/Reportable)

Option Two:

No Travel reimbursed, participant issued a flat amount

- Submit:
 - Event announcement or flyer
 - Copy of approved Honorarium Form
 - Check Request
 - Use account code 660819 for Honorarium Amount (Taxable/Reportable)

Accounts Payable

Frequent questions and reminders

- There is a “Travel Ban” (AB 1887) in effect. Should travel to any of the following states be required, please contact Accounts Payable well in advance of travel, as exception justification and additional approvals will be necessary.

✓ **Alabama**

✓ **Kansas**

✓ **Kentucky**

✓ **Mississippi**

✓ **North Carolina**

✓ **Oklahoma**

✓ **South Carolina**

✓ **South Dakota**

✓ **Tennessee**

✓ **Texas**



Fiscal Year End Calendar for CSUMB Auxiliaries

June 2019

June 7, 2019 (Friday)

- Last day to submit petty cash reimbursements to Accounting for FY 18-19

Responsible person or area

Lorena Villalobos

June 11, 2019 (Tuesday)

- Departmental petty cash audits will be conducted.

Lorena Villalobos

June 13, 2019 (Thursday)

- Last day to submit all check requests (TEC's, Personal Reimbursements & payments to suppliers) through May 31, 2019.

ucorp_accounts_payable@csumb.edu

June 14, 2019 (Friday)

- All transfers and/or corrections are due in Accounting for the previous 90 days.

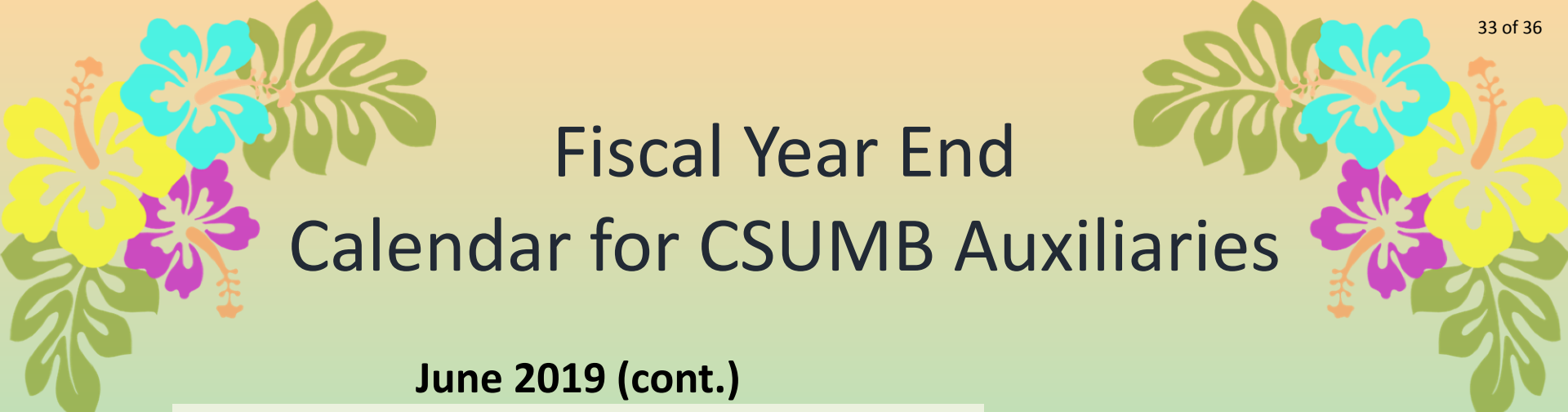
corporationaccounting@csumb.edu

June 20, 2019 (Thursday)

- Pro-card billing cut-off date (regular cycle).
- All purchase orders for **non-grant and contract** funds will be evaluated for disencumbrance.

Allison Bagchee

Allison Bagchee



Fiscal Year End Calendar for CSUMB Auxiliaries

June 2019 (cont.)

June 24, 2019 (Monday)

- Last A/P check run for the 18/19 fiscal year.

ucorp_accounts_payable@csumb.edu

June 26, 2019 (Wednesday)

Last day to submit deposits to the University Cashier (Mountain Hall)

- for guaranteed deposit in FY 18-19. Refer to CSUMB schedule for window times.

Felicia Valdez/Christine Frederick

June 28 2019 (Friday)

- End of payroll period.
- Last day for deposits by remote capture. Please hand deliver to Ryan Ranch Office in order to be posted to FY 18-19.

Jessyka Medina

Cynthia Lynch

Fiscal Year End Calendar for CSUMB Auxiliaries

July 2019

July 1, 2019 (Monday)

- ASM upload of pro-card transactions for June 21-30 is ready for departmental reconciliation.

Responsible person or area

Allison Bagchee

July 2, 2019 (Tuesday)

- Last day for timecard approvals in ADP (pay period 06/16/19-06/30/19). **For work prior to this pay period, send approved timecards to Payroll.**
-

Jessyka Medina

July 3, 2019 (Wednesday)

- Deadline for Pro-card chartfield assignments and reconciliation in CFS (June 20, 2019 regular cycle).
- Send scans of auxiliary invoices for activity through 06/30/19 to Scott Machado. Requests for invoices or chargebacks to CSUMB can be emailed to Lorena Villalobos.
-

Allison Bagchee

Scott Machado/Lorena Villalobos

July 8, 2019 (Monday)

- 1st regular A/P check run for FY 19-20.

ucorp_accounts_payable@csumb.edu



Fiscal Year End Calendar for CSUMB Auxiliaries

July 2019 (cont.)

July 9, 2019 (Tuesday)

Last day to submit or notify us of items to be paid for goods or

- services provided prior to June 30, 2019, including Travel Expense Claims (automated accrual/vouchered in CFS)

ucorp_accounts_payable@csumb.edu

July 10, 2019 (Wednesday)

- Pro-card chartfield assignments and reconciliation are due in CFS for special cycle (June 21-30, 2019).

Allison Bagchee

July 12, 2019 (Friday)

- Pro-card reconciliation packets for June 2019 due in A/P (regular cycle ending 6/20/19 and 6/21-30, 2019 special cycle).
- Last day to notify A/P of goods received, services provided or travel completed prior to June 30, 2019 (manual/journal entry accrual)

Cynthia Lynch

ucorp_accounts_payable@csumb.edu

Aloha and Mahalo!

