Finance Business Operations Forum

October 29, 2025

University Center

Cal State Monterey Bay

Introduction

Venkat Paruchuru

Senior Director of Operations Support and Innovation

Welcome

Melissa Jarnagin

Vice President for Administration & Finance/Chief Financial Officer

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Agenda

1. **Introduction by Venkat Paruchuru** *(3 minutes)*

2. **Welcome by Melissa Jarnagin** *(3 minutes)*

3. **Ice Breaker** *(5 minutes)*

4. **Department Presentations**

   a. **Accounting** *(15 minutes)*
      - Budget Saving Opportunities
      - Concur Ghost Card Transactions/Expense Reports

   b. **Business Support Services (Procurement)** *(30 minutes)*
      - Procurement - subscriptions and agreements - who and how?
      - P2P - DOA
      - P2P Project Overview

5. **Information Items** *(5 minutes)*
   - -IT Contract Approval
   - -Survey
   - -BOF Presentations
   - -Finance Office Hours

6. **Closing by Sandra Amorim Ruiz** *(2 minutes)*

7. **Q&A** *(10 minutes)*

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Ice Breaker

Hello matters

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Accounting

CARRIE MINARD

Travel Analyst

OTTER TRAVEL

Budget saving opportunities!

- Utilize CSU preferred vendors and CSU negotiated terms and conditions whenever possible
- Book early to get the best rates
- Use additional waivers and discounts available to government employees such as the **State of California Hotel/Motel Transient Occupancy Tax Waiver**
- Use the **Cost Comparison** form to determine the most economical means of travel
  - Personal vehicle vs. Rental Car when driving > 250 miles One Way
  - Personal Time included with Business Travel
  - Can modify or update columns as needed

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Cost Comparison Form

I. TRIP INFORMATION

Employee's Name:	Monte Rey	Dept./Offi	Associated Students & Athletics
Trip Begin Date:	10/29/2025	Trip End Date:	10/31/2025
Destination:	Everywhere and Anywhere		

II. COST INFORMATION FOR COMPARISON -

Per CSU Travel Policy, surface transportation costs in lieu of air travel shall not exceed the cost of airfare, based on the lower of the regular coach fare available for the location of travel from a standard commercial air carrier or the campus travel program fare, plus transportation costs to and from the terminals.

Documentation demonstrating the cost of regular coach in effect at the time of travel must be included with the travel claim form.

DRIVING PRIVATE VEHICLE

Expense Item	Cost
1. Cost of Mileage driven, round trip 500 miles roun $0.70/mil	$ 350
2.	$
3. Cost of Meals, Lodging, etc. (while driving to/from destination)	$
3. Cost of Parking, Tolls, etc.	$ 50.00
4. Other *(specify):*	$
Total Estimated Cost	$ 400

USE OF PUBLIC TRANSPORTATION (e.g. Airfare)

Expense Item	Cost
1. Cost of Mileage, residence to ter miles roun $0.70/mil	$ 0
2. Cost of Transportation (airfare, train fare, etc)	$
3. Cost Rental Car (at destination, i	$
4. Cost of Bus/Shuttle/Taxi	$
5. Cost of Parking, Tolls, etc.	$
6. Other *(specify)*:	$
Total Estimated Cost	$ -

DRIVING RENTAL VEHICLE

Expense Item	Cost
1. Mileage, residence to rental faci 10 miles roun $0.70/mil	$ 7
2. Rental Car Cost	$ 180.00
3. Cost of Parking, Tolls, etc.	$ 50.00
4. Cost of Meals, Lodging, etc. (while driving to/from destination)	$
5. 4. Other *GAS*	$ 100.00
Total Estimated Cost	$ 337.00

CERTIFICATION

I certify that I have elected to drive my private vehicle instead of utilizing a public/commercial method of transportation. I understand that CSU Travel Policy limits my reimbursement for transportation expenses to the lesser of the two methods. This cost comparison is provided to the Expense Claim Auditor to determine the appropriate reimbursement amount.

10/1/2025	**Monte Rey**
Date	Traveler's Signature

Unassigned Credit Card Transactions

Ghost Card charges include:

- Airfare
- Car Rental
- Agent Fees

Individual Travel Card charges include:

- Lodging
- Meals
- Ground Transportation
- Baggage Fees, Parking, Host Gifts, etc.

What you need to know:

- Wait for all receipts to be available in your Concur "Available Expenses" before completing and submitting your Expense Report.
- Reconciliation of all charges within 60 days of the end date of travel is required.
- Personal transactions are prohibited and must be indicated and accounted for in the expense report.
- 'Univ Paid' transactions do not leave Concur, nor do they reconcile CC transactions.

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Need assistance or have questions?

travel@csumb.edu

hminard@csumb.edu

Extension 3712

Concur Open Lab Training:

Every Wednesday

Mountain Hall, Building 84

Suite A, Computer Training Lab

10:00 a.m. - 12:00 p.m.

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Business & Support Services

Sandra Amorim Ruiz

Director of Procurement and Contract Services

Who?

- State of California - Acting in a Higher Education Capacity
- Not a Nonprofit Organization
- Not a Tax-Exempt Entity
- We go by:
  - *State of California*
  - *Trustees of the California State University*
  - *The CSU*
  - *California State University, Monterey Bay (CSUMB)*

Hierarchy of Governing Laws

- State Constitution
- California Law Consists of 29 Codes (*Education Code, Government Code, Public Contract Code, Labor Code, etc.)*
- California Statutes (*Chaptered Bills*)
- Board of Trustees Resolutions
- Chancellor's Office:
  - Coded Memoranda
  - Executive Orders
  - CSU Contracts and Procurement Policy
  - https://calstate.policystat.com/policy/7865355/latest/

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Authorized Agents

- President (Vanya Quinones)
- Vice President for Administration and Finance/CFO (Melissa Jarnagin)
- Associate Vice President for Finance (Vacant)
- Director for Procurement and Contract Services (Sandra Amorim Ruiz)

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CSU Procure to Pay (P2P)

Project Overview

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Live Campuses

Acceleration Group 1
SA: Carrie Schmidt

- East Bay
- San Jose
- San Francisco

Acceleration Group 2
SA: Nicole Lack

- Stanislaus
- Sacramento
- Monterey Bay

Acceleration Group 3
SA: Sara Rumiano

- Northridge
- Channel Island
- Dominguez Hills
- Long Beach

Acceleration Group 4
SA: Tawny Fleming

- San Bernardino
- Pomona
- Los Angeles
- Fullerton

Live CSUBUY Campuses

Project Team

Campus Project Sponsor
Sandra Amorim Ruiz

Campus Project Leads
Venkat Paruchuru/Holly Quinones

Corporation Project Lead
Sherry Baggett

Procurement and Supplier Management Team
Eva Salas, Marcus Medina,Oscar Lemus, Calista Gasbarri, Sarah Trujillo, Cynthia Marsee

Accounts Payable Team
Ricardo Alonzo, Shari Mano, Laura Mejia, Tiffany Zurlo, Heather Wilks

Operations Support and Innovation Team
Glorianne Baune, Luiza Dizon

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What is Procure To Pay (P2P)

- CSUBUY P2P is a platform for the procurement and payment of all goods and services, except travel and reimbursements to employees and students.
- CSUBUY P2P is designed to optimize the entire procure-to-pay process, ensuring seamless and efficient transactions from sourcing to payment.

Key Benefits

- Faster, simpler purchasing and payment workflows.
- Fewer errors, more transparency, and real-time tracking.
- Improved compliance and CSU-wide alignment. (Systemness)
- Cleaner supplier data and easier audit readiness.

Key Changes to Expect

- New, standardized workflows for requisitions, Purchase Orders, and Vouchers.
- Supplier onboarding through a centralized CSU portal.
- Supplier invoices submission through CXML, supplier portal or other.
- Transparency throughout the entire P2P process.
- New standardized DOA approval workflows and matrix.

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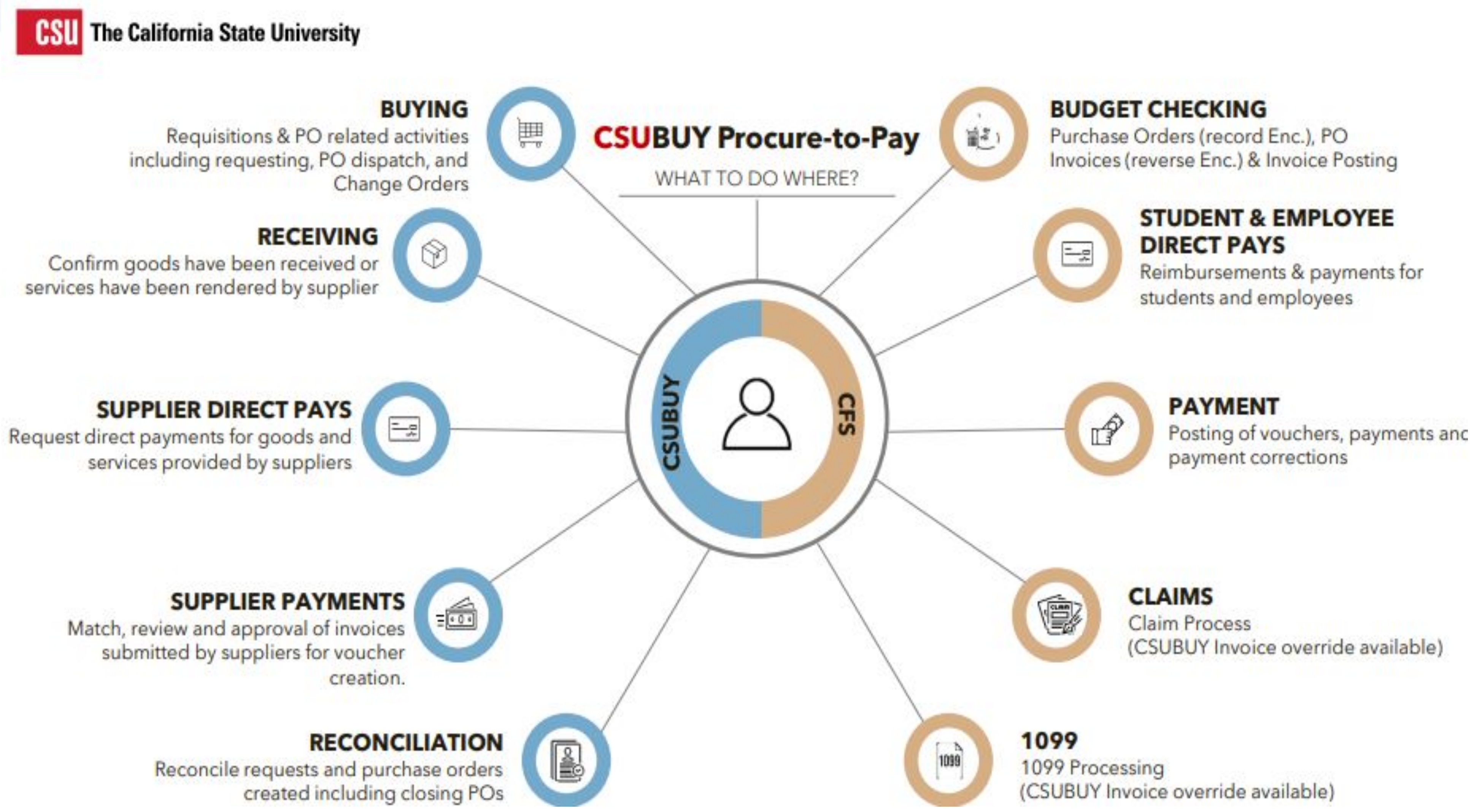
P2P vs. CFS


CSU The California State University
CSUBUY Procure-to-Pay
WHAT TO DO WHERE?
CSUBUY
CFS
BUYING
Requisitions & PO related activities including requesting, PO dispatch, and Change Orders
RECEIVING
Confirm goods have been received or services have been rendered by supplier
SUPPLIER DIRECT PAYS
Request direct payments for goods and services provided by suppliers
SUPPLIER PAYMENTS
Match, review and approval of invoices submitted by suppliers for voucher creation.
RECONCILIATION
Reconcile requests and purchase orders created including closing POs
BUDGET CHECKING
Purchase Orders (record Enc.), PO Invoices (reverse Enc.) & Invoice Posting
STUDENT & EMPLOYEE DIRECT PAYS
Reimbursements & payments for students and employees
PAYMENT
Posting of vouchers, payments anc payment corrections
CLAIMS
Claim Process
(CSUBUY Invoice override available)
1099
1099 Processing
(CSUBUY Invoice override available)

Supplier Onboarding

Supplier Onboarding

- Invited highest spend suppliers into the P2P system
- Suppliers must onboard into the new P2P system. If a supplier is active in another CSU campus, the request can be made to extend to other business units.
- Continue to submit requests for new suppliers through Payment Works through January 30, 2026.
- Supplier Resources | CSU

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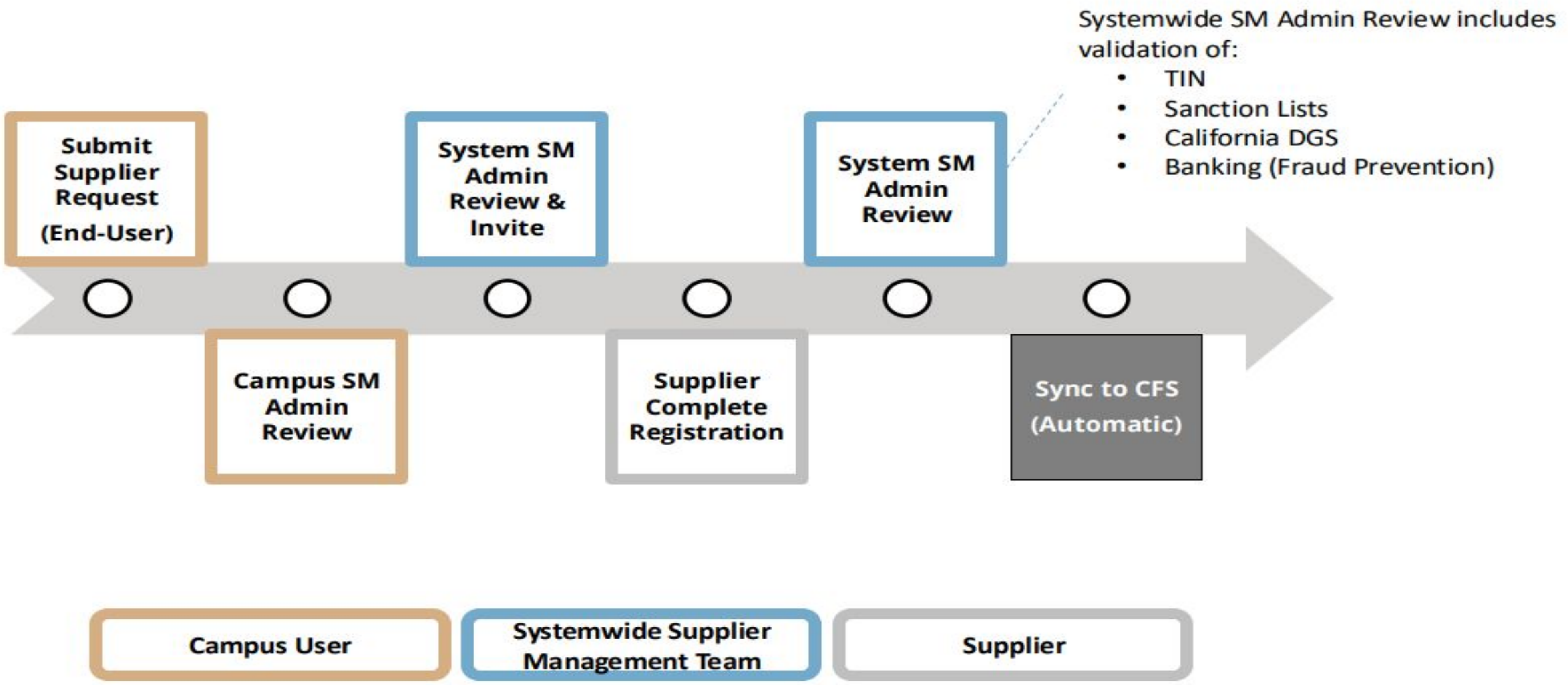
Supplier Onboarding

CSUBUY P2P: High Level Supplier Mgmt Overview

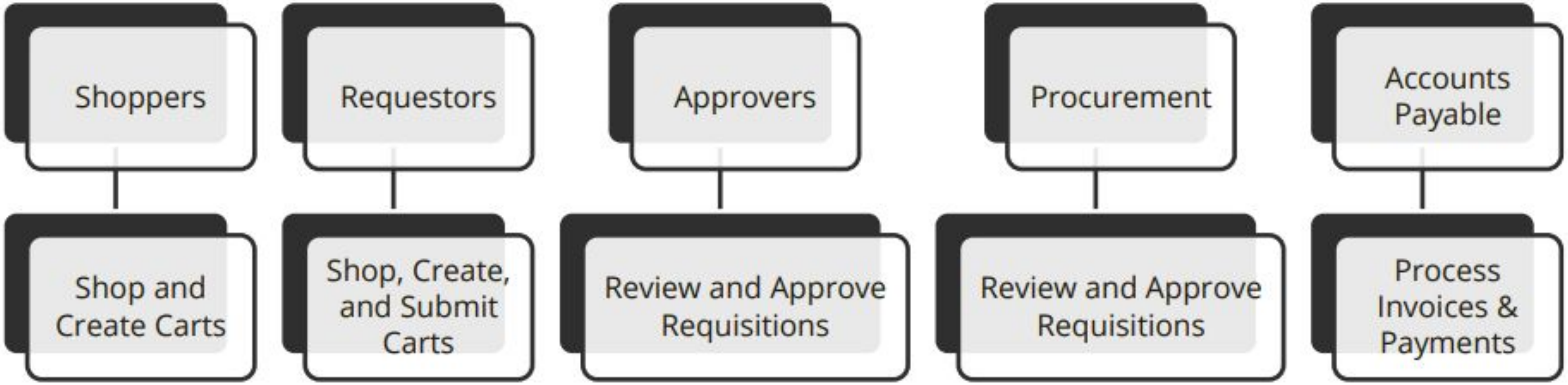


Workflow Overview

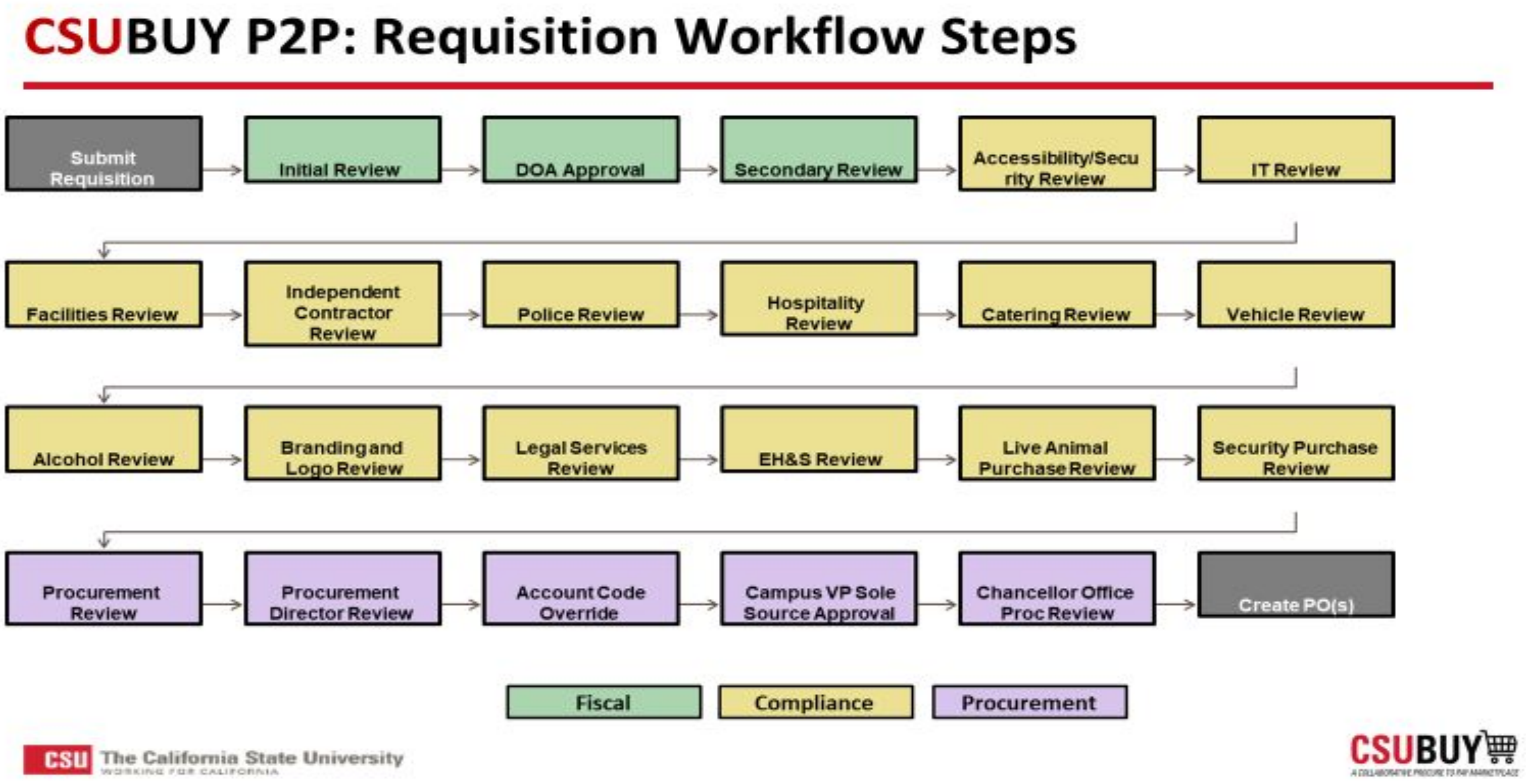
User Groups

Who Uses CSUBUY?

Overview of the user groups that use CSUBUY for purchasing.



Requisition Workflow



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Key Dates & Next Steps

Key Dates

November 3rd, 2025: 1:00 - 2:00 p.m.

https://calstate.zoom.us/j/85778941866

Townhall to provide a collaborative forum where campus users can receive updates, ask questions, share feedback, and gain clarity on the CSUBUY procure-to-pay system.

Key Dates

Upcoming Training Sessions:

- **January 20 – Shoppers/Requestors 1:30 – 3:30 p.m.**
  This session provides training for users responsible for procuring goods and services for their department. Topics include Shopper vs. Requester roles, suppliers, punchouts, forms, cart management, persona/business unit selection, chartfield usage, and the full workflow.

  Training Link https://calstate.zoom.us/j/82201230736

- **January 21 – Approvers 9:00 – 11:00 a.m.**
  This session is for users identified as having fiscal authority. It will cover key approval roles and processes, how financial workflows function, handling approval substitutions, approval actions (return, reject, comment, approve), managing shared folders, and reviewing forms and attachments.

  Training Link https://calstate.zoom.us/j/86500142710

- **January 22 – Compliance Approvers 9:00 – 11:00 a.m.**
  This session is for users identified as approvers in compliance workflows. It will cover key approval roles and processes, how compliance workflows function, handling approval substitutions, approval actions (return, reject, comment, approve), managing shared folders, and reviewing forms and attachments.

  Training Link https://calstate.zoom.us/j/82345769284

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Q&A

Venkat Paruchuru

Senior Director of Operations Support and Innovation

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What is Delegation of Authority (DOA)?

- Through Executive Order 1000, the Chancellor has delegated Fiscal Authority to each campus President
- Campus President in turn delegates this authority to Chief Financial Officer
- From there delegations flow throughout the campus organization

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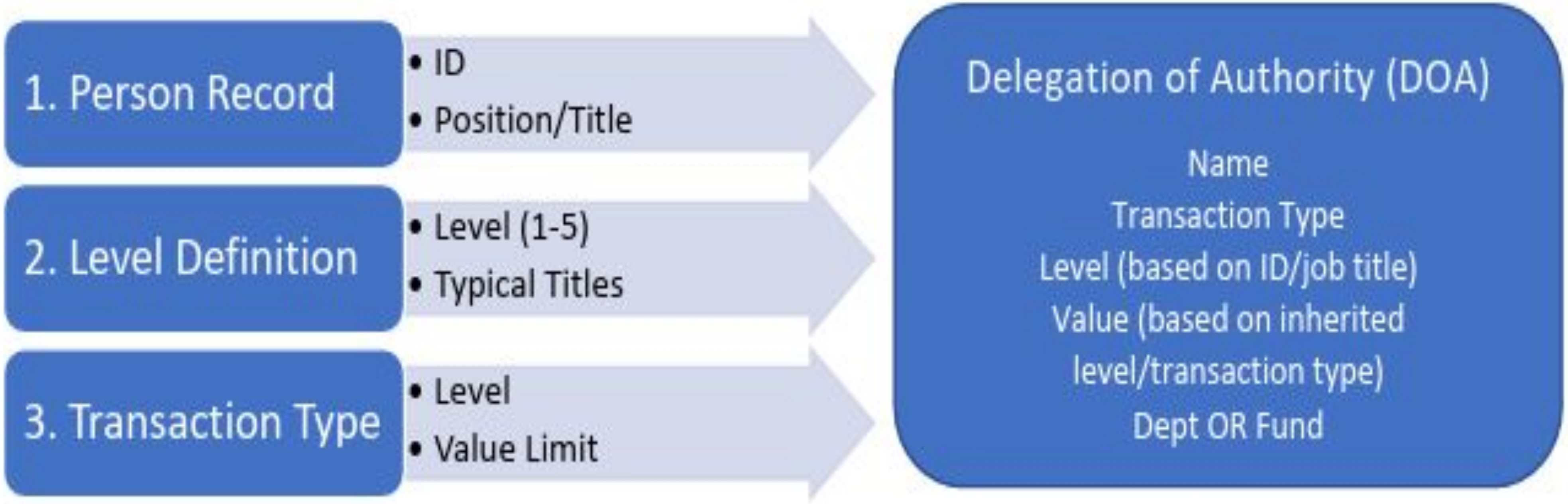
Delegation of Authority 360 Automation



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CSUBuy DOA- Levels/Limits

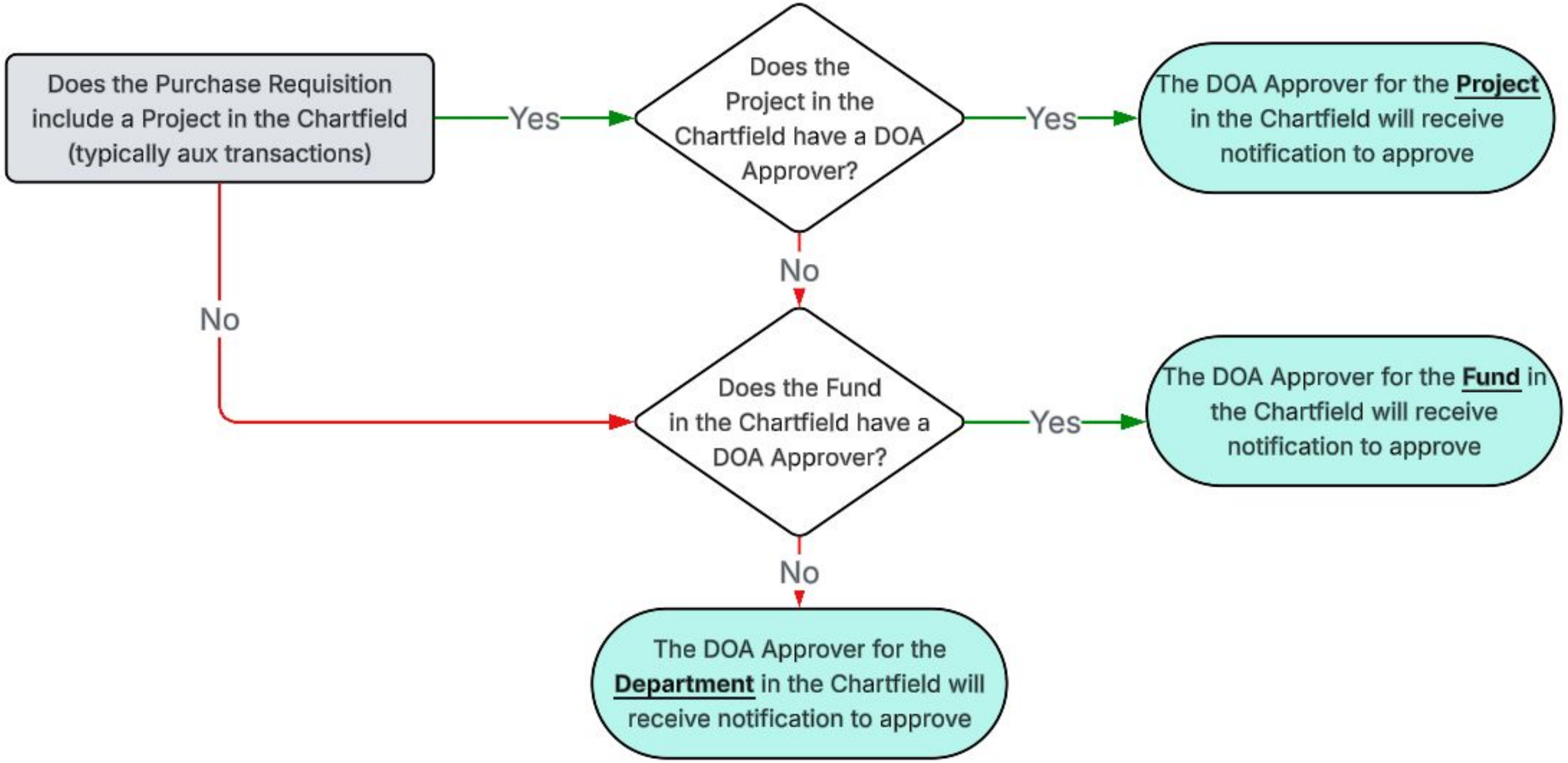
Stateside

Level	Example Roles/Positions	Authority Limit (Threshold)
1	President; Designated Chief Financial Officer	$5,000,001 and above
2	Other Vice Presidents	$500,001 – $5,000,000
3	Deans, Associate Vice Presidents, Vice Provosts	$100,001 – $500,000
4	Management Personnel Plan (MPP) or Academic Equivalents	$5,001 – $100,000
5	Non-MPP Leads, Department Chairs, Fiscal Analysts, or Administrative Support Staff	Up to $5,000

Corporation

Level	Example Roles/Positions	Authority Limit (Threshold)
1	President; Designated Chief Financial Officer; Secretary/Treasurer	$5,000,001 and above
2	Associate Executive Director	$500,001 – $5,000,000
3	Deans; Department Heads	$100,001 – $500,000
4	Principal Investigators (PIs); Department Managers	$5,001 – $100,000
5	Department Chairs; Administrative Staff	Up to $5,000

CSUBuy DOA – Chartfield Workflow



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DOA – Next Steps

- CSUMB DOA Webpage
  (https://csumb.edu/finance/operations-support-and-innovation-/delegation-of-fiscal-authority/)
- NEW DOA Form (Coming soon)
- DOA Inquiry Tools (Coming Soon)

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Information Items

Preetika Mani

Manager of Finance Administrative Support Services

IT Contract Approval

All technology-related purchases and contracts must undergo CSUMB's IT Contract Approval process to ensure compliance with **data security, accessibility, and CSU procurement policies**.

If you or someone in your department is planning an IT purchase or has questions about the IT Contract Approval process, please submit an IT Procurement request at https://optimize.calstate.edu/ec or contact us at itpurchasing@csumb.edu

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Survey

We encourage you to provide feedback not only on today's presentation but also any suggestions for future BOF topics.

Survey link - https://app.smartsheet.com/b/form/c276cf3740374c54a980a059593b2190

Business Operations Forums Presentations

Business Operations Forum Presentation slides are available on the "Business Operations Forums" section of the Finance web page.

Today's presentation will be included shortly.

Finance Office Hours

Accounting

Weekly on Fridays (10/31/2025) at 10:30 AM.

https://csumb.zoom.us/j/85852409909

Purchasing & Contracts (BSS)

Bi-weekly on Thursdays (11/06/2025) at 11:00 AM

meet.google.com/jbt-vrps-ofz

Concur Travel & Expense

Weekly on Wednesday (11/05/2025) at 10:00 AM.

Mountain Hall, Suite A Computer Lab

Please contact financeasc@csumb.edu for details.

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Closing remarks & Questions?