

UNIVERSITY CORPORATION



CSU MONTEREY BAY

Research, Housing and Commercial Services

Pay It Forward
Scholarship & Mentoring Program

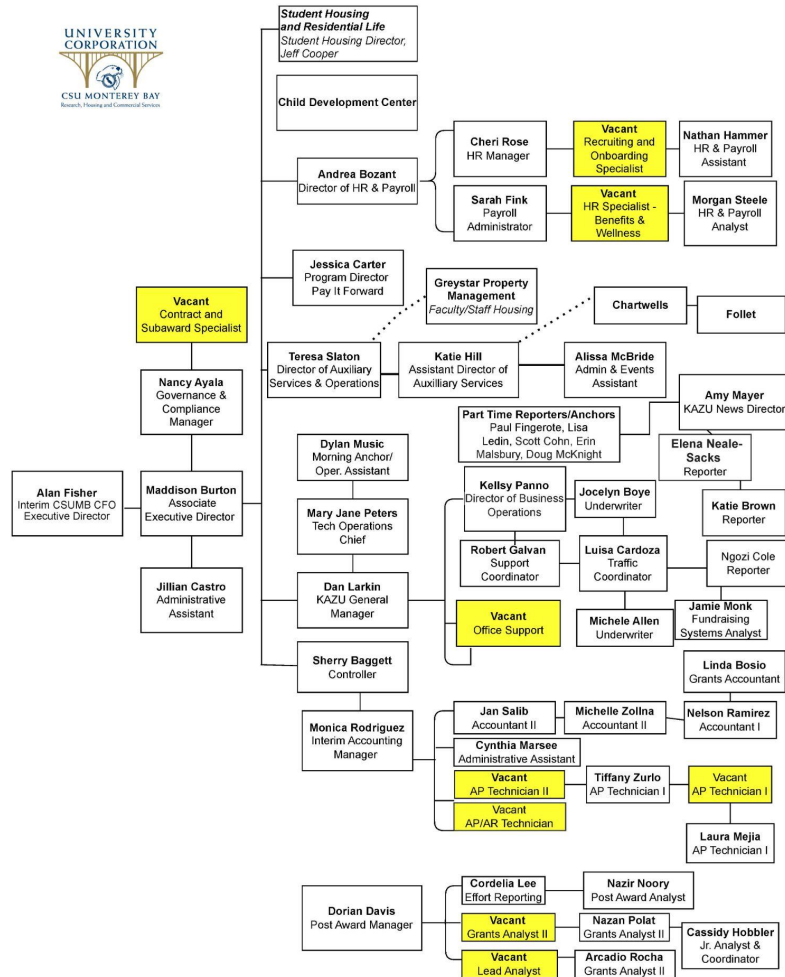


Auxiliary Services
Vending Contracts



Capital
Projects





Post Award Grants & Contracts Management: Dorian Davis





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Tristen Merrifield-Post Award Student Assistant 🐼	



***Coming to
CSU Monterey Bay
June 2025!***

Features of Cayuse that will impact our document flow

- Manual Chartfield form & process will go away
 - Electronic form will be routed through Cayuse
- Live financial data will be available in Cayuse
 - *PIs will no longer receive monthly Cumulative Financial Summary statements from Post Awards*

Commonly Used Account Codes: Updates

Hotspot services	616005 *Please do not use code 660804
Cloud services	660003
Subscription services like Chat GPT, Asana, Canva	616005
Parking: Parking during TRAVEL (i.e. hotel parking, mileage reimbursement parking, etc.)	606001 Travel-In-State 606002 Travel-Out-State 606802 Foreign Travel 606804 Non-Employee Travel
Parking: All other parking not designated as TRAVEL	660003 Supplies



UNIVERSITY CORPORATION OR FOUNDATION SCHOLARSHIP DISBURSEMENTS REQUEST FORM

University Corporation has been working with the CSUMB Accounting and Financial Aid teams to improve the process of disbursing scholarship funds to students from grants and foundation funds.

Our common goals are to

- Streamline the process of creating customer IDs for PIs with multiple grants and scholarships
- Disburse funds to students in a timely manner
- Disburse funds from the correct chartstring and scholarship
- Create a method that is reliable among departments across campus to avoid chargebacks to accounts, transfers, late payments, and lengthy processing periods for scholarships

This process varies widely across CSU campuses and CSUMB University Corporation aims to create a culture of communication between departments, consistent tracking and documentation of awards disbursed

A detailed view of the "UNIVERSITY CORPORATION or FOUNDATION SCHOLARSHIP DISBURSEMENTS REQUEST FORM". The form is divided into several sections: "DEPARTMENT INFORMATION (to be completed by requestor)", "SCHOLARSHIP DETAILS (to be completed by requestor)", "Award Payment Type", and "PI Statements of Affirmation". It includes fields for department name, grant name, requestor and approver names and phone numbers, academic year, frequency of disbursements, start and end dates, GPA minimum, and item type source. There are also checkboxes for "Non-disburseable item type?", "Need Based?", "Refundable Award", and "Award Limit by Term". The form concludes with a section for "PI Statements of Affirmation" where the PI must affirm that recipients have received and acknowledged the funds and that the PI will contact the Financial Aid office for approval prior to requesting a direct payment to students.



CRT (Certification of Release Time)





1

Faculty request release time prior to the end of Spring and Fall semesters for the semester for which the release is needed.

2

Lecturer Replacement contracts executed prior to the start of each semester.

-Fall 2025 Deadline: October 10, 2024

-Spring 2026 Deadline: February 1, 2026



3

Census Finalized for the semester

4

The College/Department/Program Budget Administrative Analysts will submit the CRTs to CSUMB accounting for processing.

- **Fall 2025 Deadline: October 10, 2024**
- **Spring 2026 Deadline: February 1, 2026**



5

CSUMB accounting generates and sends an invoice to Ucorp Accounts Payable, along with signed CRT.

6

UCorp Accounts Payable pays the invoice.



Federal Single Audit Process

Once the auditors have selected their expenses for testing, they will request the following documentation:

Payroll Expenditure Review

1. **Employee Status Form (ESF)**
Ensures timely submission so approvals occur before payroll is charged to grant
Review of position title to match sponsor approved budget
2. **Time Card**
Ensures time is entered correctly and approved by the appropriate person
3. **Labor Distribution Report**
Ensures any allocation listed on the ESF have been distributed properly
4. **Pay Statement**
Ensures amount charged to grant was paid to the employee
5. **Effort Certification Form**
Confirms effort worked on projects



Federal Single Audit Process

Non-Payroll Expenditure Review

1. **Supporting Documentation for expense**

This includes the payment request, invoice, subaward invoice certifications, receipts, agreement/contract, purchase order, etc.

2. **Chartfield Request Form**

Ensures each expenditure has been reviewed and approved by the appropriate signature authorities

3. **Timeliness of Payment**

Ensures sponsor funds are utilized in a timely manner

4. **Participant Eligibility**

Review of methodology, determination and selection of participants

5. **Cost Share Review**

Ensures Cost Share Verification worksheets are reviewed and approved on a semesterly basis



Post Award Year End Calendar & Action Items for PA Grants Team

May

- PA Request estimates for subaward invoices (programs and/or sub awardees)
- PA Request estimates for other Open Commitments
- PA Send email to sub awardees/subcontractors for accrual estimates

June

- PA Request invoices from programs
- PA Follow up on requests for other Open Commitments
- PA Finalize Open PO's for rollover
- Begin Budget Roll Forward process

[EOY_Calendar_2024-25-All Auxiliaries](#)

Preparing Your Grants for 2024 Fiscal Year End Close

Review your cumulative monthly financial statements for your sponsored awards. Review all expenditures for accuracy.

Review Procard statements for accuracy of allocation Provide descriptions of expenses and include the approved RAT and TEC for all travel related charges.

Revenue & Expense Transfers: Expense transfers exceeding 90 days must be supported by a justification. Please provide all supporting documentation.

Review your sponsor grant agreement and sponsor approved budgets to ensure all expenditures are accurate and compliant with the grant terms and conditions.

Please review all subaward and subcontract balances and encumbrances for accuracy. We will be sending a request to all subcontractors and subrecipients for an estimate of final expenditures through June 30, 2025. If you have received services from a subrecipient or subcontractor in fiscal year 2024 from July 1, 2024 through June 30, 2025 and do not have a purchase order in place, please begin that process immediately by submitting a purchase requisition.

If you have received all services and invoices from your subcontractor(s), please send a request to liquidate the encumbrances to the purchase order to corpbss@csumb.edu.

If you have administrative changes in your department or college, please submit an updated [Chartfield form](#) to update current authorized signatories to grants@csumb.edu.

If you need payroll reports to review payroll expenditures, please send a request to corporation_payroll@csumb.edu or grants@csumb.edu

If you have any questions or concerns, contact your Post Award analyst or send your inquiries to grants@csumb.edu to discuss any outstanding invoices that have not been processed.

In Otter News...



CSU MONTEREY BAY
UNIVERSITY CORPORATION
POST AWARD NEWSLETTER

csumb.edu/corporation

May 2025

grants@csumb.edu

KEEPING YOU INFORMED

- **Post Award Newsletter**
- **Bi-Weekly Virtual Office Hours**
 - **Tuesdays, 9am-10am**
 - **NEW: Interactive workshops**



University Corporation HR & Payroll



Contact Us



ESF and Onboarding Timeline & Reminders

Employee Status Forms (ESF) are required for ALL new employees and/or any changes, such as wage, project, time base or title change, for existing employees. *New Benefited employees need to clear background and reference checks prior to an ESF

Step 1: Employee Status Form (ESF) email form to designated email address corp_esf@csumb.edu

*ESFs due the 10th and 25th of the month (for the next pay period)

Department will need to provide HR with:

- Wage
- Start date
- Name and email address of the new hire
- Whether or not a background check is required

*yes if working with minors, elders, or sensitive information

Step 2: HR will enroll the new hire into GoCo to complete the required documents and policy acknowledgements.

Step 3: New hire will schedule their new hire I-9 meeting with HR. This meeting is now done over zoom; an employee cannot start working until their verification is complete.

Step 4: Following I-9 and background check completion (if needed) new hire will receive a welcome email with instructions on how to access ADP.

******* It is imperative that new hires do not begin working until all steps are completed*******

Breaks, Overtime, and Timecard Approval



Rest & Meal Breaks

- 10-minute paid rest break for every 4 hours worked
- No rest break if shift is under 3.5 hours
- 30-minute unpaid meal break required if working over 5 hours
- Meal breaks must be work-free and logged on the timesheet
- Meal break can be waived (in writing) if shift is 6 hours or less
 - Note in ADP: "Lunch Waived"
- Breaks cannot be used to start late or leave early



Timecard Approval

- Due by the end of each pay period - 15th and last day of each month



California Overtime

- Over 8 hrs/day = time and a half
- Over 12 hrs/day = double time
- Over 40 hrs/week = time and a half
- 7th consecutive day of work:
 - First 8 hrs = time and a half
 - Over 8 hrs = double time
- Overtime must be paid, even if not pre-approved or budgeted



Corporation Workweek

- Monday 12:01 AM – Sunday 12:00 Midnight

Categories of Payment

Who it Covers

Employee

Staff (benefited/non-benefited), student workers, and faculty/staff performing additional employment under the 125% rule

Honorarium

Individuals recognized with a goodwill payment. No service required or negotiated.

Independent Contractor

Sole proprietors providing services

 **Reminder:** CSU / Auxiliary employees **cannot** be paid as ICs or via honorarium.

 **Honorarium** = Recognition only. No contract, invoice, or set rate.

Employee Types

Type	Key Features
Full-Time Regular (FTR)	40 hrs/week, benefits, vacation/sick leave, requires job description
Part-Time Regular (PTR)	30–39 hrs/week, benefits, vacation/sick leave, requires job description
Temporary (TEMP)	Limited duration, max 29 hrs/week. Eligible for sick leave. May be eligible for medical and retirement based on hours worked
Student Assistant (SAS)	CSUMB Student, max 20 hours per week when school is in session. Eligible for sick leave.
Faculty/Staff Additional Employment (FAE/OAE)	Grant-related work outside normal CSU role, 125% rule applies.

Independent Contractor vs. Honorarium

Honorarium

One-time, token of appreciation

No negotiation, no contract or invoice

Used for speeches, panels, judging

No recurring or ongoing services

Independent Contractor

Paid for services based on deliverables

Requires a signed contract, invoice, and VDR

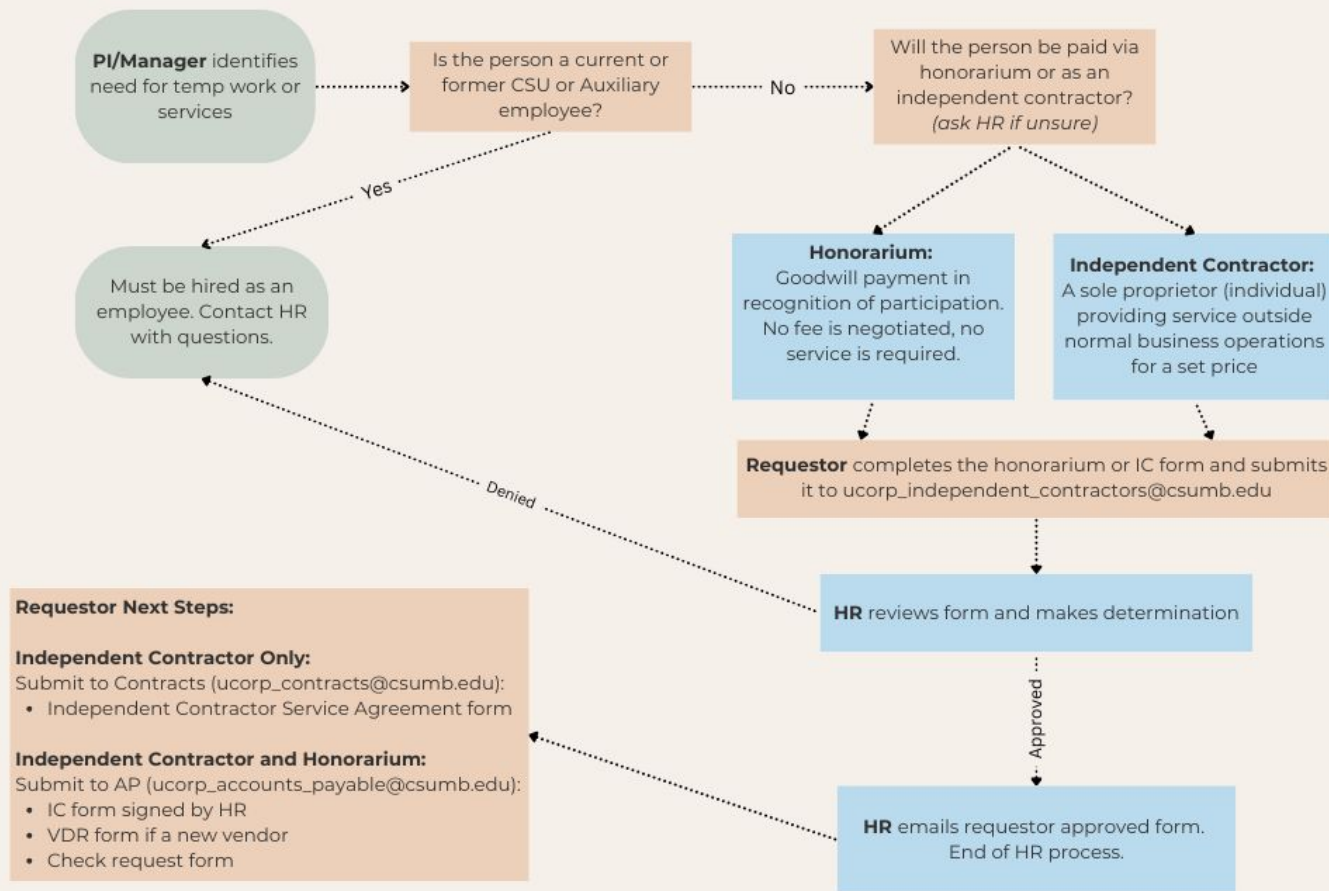
Used when service is outside normal business operations

May span multiple days/months

 **Reminder:** CSU / Auxiliary employees **cannot** be paid as ICs or via honorarium.

 **Honorarium** = Recognition only. No contract, invoice, or set rate

NON-EMPLOYEE PAYMENT PROCESS





Contact The HR/Payroll Team

General Inboxes

Payroll: corporation_payroll@csumb.edu

HR: hr_corporation@csumb.edu

ESF: corp_esf@csumb.edu

IC: ucorp_independent_contractors@csumb.edu

Benefits: corporation_benefits@csumb.edu



Contact Us



Corporation Contracts

Sarah Trujillo, Program Coordinator

Service Agreements are required to be submitted for all types of services, regardless of the dollar amount or duration of the agreement



Contract Types and Requirements

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

Most Commonly used Contracts:

- Service Agreements - Companies
- Independent Contractor Service Agreements

Types of agreements:

- One-time agreements
- Multi-year agreements (Blanket)
- Multi-entity agreements (UCorp, OSU, State)
- Refer to the Payment Matrix for PO requirements

Please send contracts to designated email:
UCorp_contracts@csumb.edu

Contracts must have the following documents when submitting them to the Corporation:

1. Service agreement 4-16-24 revision date
2. Scope of work/proposal from contractor or complete exhibit A of the agreement
3. Certificate of Insurance from vendor as specified in §11 of service agreement.
4. Additional Insured Endorsement is a separate legally binding document that lists University Auxiliaries as additional insured under contractor's policy.
5. Agreement signed by the Dept and contractor only.
6. VDR Form needed if new contractor



Additional (*Possible*) Requirements:

1. Additional quotes depending on the dollar amount per the Procurement Policy
2. Refer to the Payment Matrix to determine when a PO is needed
3. Risk identification form and Waiver and Release of Liability for Insurance waiver requests

Please send contracts to designated email: UCorp_contracts@csumb.edu

New Procurement Policy Thresholds

Non- Grant Funded Services and Purchases:

Services/Purchases less than \$50,000: Competition is not required for transactions under \$50,000 unless the campus decides it is necessary to find suppliers, confirm prices, or for other valid business reasons to ensure fairness.

Services/Purchases of \$50,000 to \$100,000: Personal property purchases between \$50,000 and \$100,000 can be made through an informal, non-advertised process. This process must include a written project scope that outlines the requirements for the goods. **At least three (3) price quotes, either written or verbal, must be received from vendors.** If fewer than three responses are received, the requester must show that they made enough effort to reach out before waiving the three-response requirement.

Services/Purchases greater than \$100,000: The requestor must submit a **minimum of three (3) formal bids from providers based on written specifications from a solicitation or request for proposals or quotes.** If three formal bids are not obtained, a written explanation why the minimum was not met, must accompany the bid(s).

Grant Funded Services and Purchases:

Purchases/Services up to \$25,000: Competition is not required for transactions under or equal to \$25,000. Purchases may be made without solicitation of competitive quotes if the price is considered reasonable.

Purchases/Services of \$25,000.01 to \$250,000: Acquisition of goods, services, or other property requires at least two (2) qualified price quotes. Price or rate quotes may include, but are not limited to: advertisements, emails, internet pricing, letters, phone calls, in person, etc.

Purchases/Services of \$250,000.01 and Greater - Procurement by Sealed Bids: Sealed bids are formally advertised, publicly solicited, firmly fixed amount contracts.

Purchases \$250,000.01 and Greater - Procurement by Proposals: Competitive proposals are generally used when the conditions for sealed bids are not appropriate. Either a fixed amount or cost reimbursement type of contract is awarded. Independent estimates must be made prior to receiving bids or proposals.

Service Agreement Flowchart

1. Department Initiates Contract

- Identify the need for services
- Obtain Scope of Work (SOW) or proposal from contractor

2. Department goes to Contracts Webpage

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

- Download the appropriate contract template
- **Side Note:** If an Independent Contractor Agreement is needed, additional IC documentation is required by HR. HR
@ucorp_independent_contractors

3. Department Checks Procurement Policy and Payment Matrix

- Check if additional quotes are required, Procurement Policy
- Check Payment Matrix to determine if a purchase requisition is needed

4. Department signs and obtains Contractor signatures on the service agreement

6. Dept sends documents to Corp Contracts for Review and Processing

Send all documents to Corporation Contracts at ucorp_contracts@csumb.edu for review and processing

5. Additional Forms

- Obtain certificate of insurance as specified in Section 11 of the service agreement
- Complete VDR Form if this is a new vendor

7. Corporation Internal approval process

Corporation Contracts will route for internal approvals of availability and allowability to Post Award or Accounting

8. Final Approval and Execution

UCorp Contracts routes approved agreement to Associate Executive Director for final and legally binding signature and sends a copy to Dept. w PO ,if required

Procurement Updates

*P2P is coming to UCORP!!!

*Annual Pcard Acknowledgement



Procurement Card Annual Acknowledgment

This form is to be completed by all those in possession of a Procurement Card as an acknowledgment of all responsibilities that accompany being a cardholder.

Cardholder Name

Approving Official Name

Department Name

Last 4 digits of card

I hereby agree to comply with the [Procurement Card Program Handbook](#) and to use the Procurement Card only for authorized University purchases. I have received training and have read and understand the CSU Monterey Bay Procurement Card Program Handbook. _____

INT

The Cardholder accepts the responsibility to review and reconcile the Pro-Card transactions as described below:

- Review transactions posted in CFS and reconcile.
- Attach detailed receipts on expenses incurred.
- Responsible for making sure the monthly pro-card report is completed with detailed receipts, justifications, and appropriate supporting forms attached to match the amount posted before it is submitted to procurement.

INT

THE MATRIX

Payment Method Matrix		
Procard* (Acceptable Procard Purchases)	Use a Purchase Order "PO" (Purchase Requisition required to issue a PO)	Use Direct Payment** (Check Request Form)
Advertisements	Anything requiring a blanket order	Attorney Fees
Books and Publications	Capital Assets	Consultant Expenses (Travel Only)
Catering	Construction Projects	Event Fees (Awards and Promotional)
Conference and Seminar Registration Fees	Contractual Monthly Service Repairs	Honorariums (Honorarium Agreement Required)
Expendable items such as paper and toners	Electronic/Computer/Sensitive equipment	Postmaster fees for mail services
Membership/Subscription Fees (no automatic renewals)	Any service agreement including consulting or independent contracting services under a year or longer (grant-funded)	Repairs
Printing	Long-term consulting or independent contracting services over a year (non grant-funded)	Scholarships/Stipends
Office supplies	Monthly Maintenance Agreements (i.e., copiers and printers)	Speaker Fees
Rentals (except for facility use)	Projects using multiple vendors	Taxes
Replacement Parts		Utilities
		Facility Use Agreement
		Any service agreement including consulting or independent contracting services (a year or less) for non grant funded services

If your situation is not listed in this matrix contact Auxiliary Procurement at x3100.

Sponsored project funds may require PO's regardless of this matrix.

**Procard*

Catering-if you do not have a Procard to pay for catering services use the direct payment method.

Use the Travel Policy and Travel Handbook for procard purchases that are travel-related.

***Purchase Orders*

A capital asset is defined as a tangible piece of property with an acquisition cost greater than \$5,000 and a useful life of one year or greater. Capital assets will be capitalized and depreciated over the economic life of the asset.





Accounts Payable



Department Email:

ucorp_accounts_payable@csumb.edu

Bi-Weekly Virtual Office Hours:
Thursdays, 9am-10am

Monica Rodriguez Interim Accounting Mgr	morodriguez@csumb.edu
Laura Mejia AP Technician	lamejia@csumb.edu
Tiffany Zurlo AP Technician	tzurlo@csumb.edu
Donia Rocco AP Lead (temporary)	drocco@csumb.edu
Gladys Lopez AP Technician (temporary)	glalopez@csumb.edu
Heather Wilks AP Special Projects	hwilks@csumb.edu



Corporation Forms | California State University Monterey Bay

Cal State Monterey Bay


Dashboard

Apply Explore Give Men

University Corporation

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- Corporation Tools and Resources
- Corporation Forms
- Defensive Driving Program



> Accounting

> Human Resources

> Payroll

> Procurement

> Travel

> Risk Management

> Post Award

2025 Travel Expense Claim Form



Download and open in Excel only - do not use Google Sheets




See “Instructions” Tab for directions on how to use and submit this form.

UNIVERSITY CORPORATION CSU MONTEREY BAY		FOUNDATION OF CALIFORNIA STATE UNIVERSITY MONTEREY BAY		OTTER STUDENT UNION				
Auxiliary Organizations at CSU Monterey Bay Travel Expense Claim								
Instructions: Enter the values into the Green Fields. Blue Fields should be used where applicable. When available, select from the drop-down options. Gray Fields are calculated - do not enter data. Enter all values in US Dollars. For more details, refer to the Instructions tab.								
Section 1	Claimant Name - Last, First, M.I.		Claimant's Position/Title		Department		If Blanket RAT, list custodian	
	Home Address - current physical address		City	State	Zip Code	RAT #	Private Vehicle License #	
	Destination		Purpose of Trip					
	Pick Up at Ryan Ranch	Alternate Mailing Address	Department Contact/Preparer				Contacts phone or email	
(Yes = Pick up, No = Mail) (ONLY FILL IF CHECK SHOULD NOT BE MAILED TO CURRENT ADDRESS)								
Section 2	Dollar Totals by Expense Type		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	The dollar amounts will populate with data from the "Travel Claim Worksheet" (next tab on workbook)		M&IE Total	Airfare*	Lodging*	Mileage*	Ground Transport*	Car Rental*
(Out of Pocket) Charges Paid by traveler								\$0.00
Section 3	Business Justification / Remarks (include currency rate if foreign travel)					LESS: Advance Received		
						If cell to the right is RED see deposit instructions		\$0.00
						Corporation Use Only		
Fund Availability								
<div> Instructions Travel Claim Summary Travel Claim Worksheet </div>								



Group Travel Cash Disbursement Form

- ★ To account for student meals related to group student travel.
- ★ Located under Travel header

**Auxiliary Organizations of CSUMB
MEALS ALLOWANCE DISTRIBUTION GROUP TRAVEL**

Trip Dates: _____ Group Leader: _____

Group Name: _____

	PRINT NAME	SIGNATURE	TOTAL RECEIVED	DATE
1.	_____	_____	\$ _____	_____
2.	_____	_____	\$ _____	_____
3.	_____	_____	\$ _____	_____
4.	_____	_____	\$ _____	_____
5.	_____	_____	\$ _____	_____
6.	_____	_____	\$ _____	_____
7.	_____	_____	\$ _____	_____
8.	_____	_____	\$ _____	_____
9.	_____	_____	\$ _____	_____
10.	_____	_____	\$ _____	_____
TOTAL:			\$ 0.00	

ATTACH THIS COMPLETED FORM TO THE TRAVEL EXPENSE CLAIM.

Group Leader certifies that the meals allowance distribution is a true and actual travel expense in accordance with the applicable Auxiliary Organization procedures and that all expenses shown were for the official business of the Organization. If the group size exceeds ten (10), use additional copies of this form to accommodate the number of travelers.

Group Leader's Signature: _____ Date: _____



Hospitality Expense Justification

This form is to be completed and submitted with other supporting documentation (i.e., event/meeting agenda or quote) for hospitality related expenses.

For detailed information on allowable hospitality expenses and appropriate funding sources, refer to the [Hospitality Guidelines](#)

Note: For business meetings or events attended by CSUMB and/or Auxiliary Organization employees only, an event/meeting agenda is required to be included with the support documentation.

Department Information

1. Contact Name: _____ Email: _____ Phone: _____
2. Department: _____

Payment Request Information

1. Payment Request Method: ☐ Direct Pay ☐ Purchase Order ☐ Personal Reimbursement ☐ ProCard
Personal Reimbursement should only be used in cases where services were not provided, just payment for actual food and/or beverages. If using a ProCard, review and adhere to all ProCard policies which may be applicable.
2. What Auxiliary Fund (required) and project number (if applicable) will be used to pay the expense?
3. Vendor or Employee/Student Name: _____ Amount: \$ _____

Expense Description

1. Type of Expense: ☐ Awards and prizes ☐ Promotional items ☐ Entertainment services ☐ Food and beverage ☐ Other: _____
Approved Vendor for Promotional Items? ☐ Yes ☐ No
2. If supporting documentation is not itemized, claimant certifies that alcoholic beverages were **NOT** included in expenses. **See note regarding alcohol
Payee Signature: _____
3. Event Name: _____
4. Event Date(s): _____ Event Location: _____
5. Describe the business purpose of the event: _____
6. **Small Group-** List names of attendees/recipients: _____

	Employee	Student	Guest
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. **Large Group-** Number of attendees/recipients _____
Large Group- Provide general description of attendees/recipients, i.e. staff, faculty, students, community leaders, or attach a list. _____

** Certain Auxiliary Funds *do* allow for alcohol. If you are uncertain if alcohol purchases are allowed from your funding source, contact grants@csumb.edu or corporationaccounting@csumb.edu.



Hospitality Justification Form

All hospitality expenses must have a completed hospitality justification form submitted along with supporting backup documentation such as a quote, invoice, and original receipt when requesting payment or reimbursement.

Grants are the exception - as long as the expenses are listed in the budget it is allowed and no form is required.

Hospitality Justification Form



Mileage Reimbursements

- As of January 1, 2025, the standard IRS mileage rate for the use of a privately owned vehicle is 70 cents per mile driven.
- Maps (such as Google or Mapquest) must be attached as support.
- No one should drive on UCORP business prior to obtaining a fully approved RAT and establishing Defensive Driving and Private Vehicle usage.
corporationdefensivedriving@csumb.edu

<https://csumb.edu/corporation/defensive-driving-program/>

Electronic Signatures

Use Adobe Sign to obtain and submit
Electronic Signatures:

The AP email
ucorp_accounts_payable@csumb.edu
should be added as a certified recipient
with the Multi-factor authentication type
“None”

Certified Recipient

Add recipients ?

☒ Recipients must sign in order

1

✎ Signer

Email *

authorized_signer@csumb.edu

▼

Recipient settings ✎

Multi-factor authentication Acrobat Sign Private message None CCs None Identity Check None

2

🛡️ Certified Recipient

Email *

ucorp_accounts_payable@csumb.edu

Recipient settings ✎

Multi-factor authentication None Private message None CCs None Identity Check None

+ Add

Preview & add fields

Send now



Corporation Accounts Receivable

Presented by:
Monica Rodriguez, Interim Accounting Manager



Accounts Receivable

BILLING UPLOAD TEMPLATE - CFS AR/BI MODULE											REQUIRED FIELD - INSTRUCTIONS TO UNIV AR		
REQUIRED FIELD - CUSTOMER_ID	REQUIRED FIELD - DESCRIPTION	REQUIRED FIELD - AMOUNT	REQUIRED FIELD - ACCOUNT	REQUIRED FIELD - FUND	REQUIRED FIELD - DEPTID	PROGRAM_CODE	CLASS	PROJECT_ID	LONG DESCRIPTION	SALES ORDER NUMBER	MAIL INVOICE TO CUSTOMER (Y/N)	EMAIL INVOICE TO CUSTOMER (Y/N) (If Y provide email address)	SEND COPY OF INVOICE TO DEPARTMENT (Y/N)
7 characters	Maximum 30 characters		6 characters	5 characters	4 characters	3 characters	5 characters	8 characters	No maximum	10 characters			
EXAMPLE													
1000001	PROPS: 1,000 BROOMS @ \$7 EACH	7000.00	580090	TP057	1075		1075A		BROOMS TEND TO WALK AWAY	SO25118	Y	N	N
INPUT DATA BELOW													

https://csumb.edu/media/csumb/section-editors/administration-and-finance/finance/v3wKRwsS36924ZgABZiz_Billing-upload-template.xls

Please send upload templates, detailed back-up, and any related inquiries to our Accounts Receivable email address: ucorp_accounts_receivable@csumb.edu



University Corporation Dates and Contacts

Presented by:

Monica Rodriguez, Interim Accounting Manager

Where do I go?

Who do I ask?

Who handles this form?



DOCUMENT WORKFLOW

Document	Email Address
Accounts Receivable - Billing	ucorp_accounts_receivable@csumb.edu
Asset Management	corporationaccounting@csumb.edu
Budget Modifications - Grants	spo@csumb.edu
Certification of Reimbursed Time	grants@csumb.edu
Chartfield Request Form, Grants	grants@csumb.edu
Chartfield Request Form, Non-Grants	corporationaccounting@csumb.edu
Contracts, Service Agreements	ucorp_contracts@csumb.edu
Cost Share Report	grants@csumb.edu
Defensive Driving	coporationdefensivedriving@csumb.edu
Donation Fund Questions (7xxxx)	corporationaccounting@csumb.edu
Effort Certificate	grants@csumb.edu
Employment Status Form (ESF)	corp_esf@csumb.edu
Grant Financial Reports	grants@csumb.edu
Incentive Questions	grants@csumb.edu
Independent Contractor Questionnaire	ucorp_independent_contractors@csumb.edu
Invoices (from Vendor)	ucorp_accounts_payable@csumb.edu
Payment Request	ucorp_accounts_payable@csumb.edu
Payroll Detail Reports	corporation_payroll@csumb.edu
Personal Reimbursement	ucorp_accounts_payable@csumb.edu
Pro-card New Account Request	corpbss@csumb.edu
Pro-card Reconciliation	corpbss@csumb.edu
Program Fund Questions (6xxxx)	corporationaccounting@csumb.edu
Purchase Requisitions	corpbss@csumb.edu
Request to Approve Travel (RAT)	ucorp_accounts_payable@csumb.edu
Request to Recruit (RTR)	hr_corporation@csumb.edu
Revenue & Expense Transfer Form, Grants	grants@csumb.edu
Revenue & Expense Transfer Form, Non-Grants	corporationaccounting@csumb.edu
Subawards/Subcontracts	spo@csumb.edu
Timecards	corporation_payroll@csumb.edu
Travel Expense Claim (TEC)	ucorp_accounts_payable@csumb.edu
Vendor Data Records (VDR)	corpbss@csumb.edu

UNIVERSITY CORPORATION ADMINISTRATION CONTACTS

University Corporation Contact	Title	E-mail	Extension
<i>Vacant</i>	Executive Director		
Maddison Burton	Associate Executive Director	mburton@csumb.edu	
Nancy S. Ayala	Governance & Compliance Manager	nayala@csumb.edu	3396
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<i>Vacant</i>	Accounting Manager		3415
Monica Rodriguez	Sr Financial Analyst	morodriguez@csumb.edu	3550
Nelson Ramirez	Accountant-General Accounting	nelramirez@csumb.edu	5184
Michele Zollna	Accountant-General Accounting	mzollna@csumb.edu	4429
Jan Salib	Accountant-General Accounting	jsalib@csumb.edu	4434
Linda Bosio	Accountant-Post Award	lbosio@csumb.edu	3108
<i>Vacant</i>	Accountant-Accounts Receivable		
<i>Vacant</i>	Accounts Payable Supervisor		
Tiffany Zurlo	Accounts Payable/Travel	tzurlo@csumb.edu	3110
<i>Vacant</i>	Accounts Payable/Travel		
Laura Mejia	Accounts Payable/Travel	lamejia@csumb.edu	3125
Cyndi Marsee	Administrative Assistant	clynch@csumb.edu	4444
Dorian Davis	Post Award Manager	dordavis@csumb.edu	3141
Arcadio Rocha	Post Award Specialist	arcrocha@csumb.edu	4236
Nazir Noory	Post Award Specialist	nnoory@csumb.edu	3109
<i>Vacant</i>	Post Award Specialist		3120
<i>Vacant</i>	Post Award Specialist		
Cassidy Hobbler	Post Award Coordinator	chobbler@csumb.edu	
Andrea Bozant	Director of Human Resources and Payroll Services	abozant@csumb.edu	3405
Cheri Rose	Human Resources Manager	cherose@csumb.edu	4449
<i>Vacant</i>	Recruitment and Onboarding Specialist		
<i>Vacant</i>	HR Specialist - Payroll, Benefits, Wellness		4710
Nathan Hammer	Human Resources and Payroll Assistant	nahammer@csumb.edu	3496
Sarah Fink	Payroll Administrator	safink@csumb.edu	4445
Morgan Rowe	HR & Payroll Data Analyst	mosteele@csumb.edu	3956
Jillian Castro	Administrative Assistant	jilcastro@csumb.edu	3120

Auxiliaries End of Year Schedule for 2024-25

June 2025

June 9, 2025 (Monday)

Last day for invoices or chargebacks to CSUMB. Please send information to the Corporation accounts receivable delegated email with subject line of "**CSUMB Chargeback**".

ucorp_accounts_receivable@csumb.edu

June 13, 2025 (Friday)

Last day to submit purchase requisitions for 2024-25 for goods or services that will be received by June 30, 2025.

corpbss@csumb.edu

June 18, 2025 (Wednesday)

Last day to identify "Keep PO Open List" for FY 2024-25.

corpbss@csumb.edu

First day to create purchase requisitions for 2025-26.

corpbss@csumb.edu

June 20, 2025 (Friday)

All transfers and/or corrections are due in Accounting for the previous 90 days. If they exceed 90 days, please contact Accounting.

corporationaccounting@csumb.edu

Last day to submit all approved check requests for 2024-25 to Accounts Payable (TEC's, Personal Reimbursements & payments to suppliers).

ucorp_accounts_payable@csumb.edu

Auxiliaries End of Year Schedule for 2024-25 (Cont.)

June 23, 2025 (Monday)

Procard billing cut-off date (**regular cycle-June 20, 2025**). Procard reconciliation in CFS is available to procard holders.

corpbss@csumb.edu

June 24, 2025 (Tuesday)

Last day to submit deposits to the University Cashier (Mountain Hall) for guaranteed deposit in FY 2024-25. Refer to CSUMB schedule for window times.

Felicia Valdez/Alana Soliven

June 25, 2025 (Wednesday)

Last major A/P check run for the 2024-25 fiscal year. Emergency check requests will be handled on a case by case basis.

ucorp_accounts_payable@csumb.edu

June 27, 2025 (Friday)

Last day for deposits by remote capture at Ryan Ranch. Please hand deliver to Ryan Ranch Office in order to be posted to FY 2024-25.

Cynthia Marsee

June 30, 2025 (Monday)

End of payroll period.

corporation_payroll@csumb.edu

Deadline for Procard chartfield assignments and reconciliation in CFS (**June 20, 2025 regular cycle**).

corpbss@csumb.edu

Auxiliaries End of Year Schedule for 2024-25 (Cont.)

July 2025

July 2, 2025 (Wednesday)

Procard billing cut-off date (**special cycle June 21-30, 2025**). Procard reconciliation in CFS is available to procard holders.

corpbss@csumb.edu

Last day for timecard approvals in ADP (pay period 06/16/25-06/30/25). **For work prior to this pay period, send or scan approved timecards to Payroll.**

corporation_payroll@csumb.edu

July 3, 2025 (Thursday)

1st regular A/P check run for FY 25/26.

ucorp_accounts_payable@csumb.edu

July 7, 2025 (Monday)

Last day to submit Billing Upload templates for activity through 06/30/25 to Accounts Receivable. Please contact us immediately if invoice request is related to CSUMB.

ucorp_accounts_receivable@csumb.edu

Procard signed statements and supporting documents due in Ryan Ranch (**June 20, 2025 regular cycle**).

corpbss@csumb.edu

July 9, 2025 (Wednesday)

Procard chartfield assignments and reconciliations are due in CFS for **special cycle (June 21-30, 2025)**.

corpbss@csumb.edu

Auxiliaries End of Year Schedule for 2024-25 (Cont.)

July 11, 2025 (Friday)

Last day to submit or notify A/P of items to be paid for goods or services provided prior to June 30, 2025, including Travel Expense Claims (automated accrual/vouchered in CFS).

ucorp_accounts_payable@csumb.edu

July 15, 2025 (Tuesday)

Procard signed statements and supporting documents due in Ryan Ranch **(June 21-30, 2025 special cycle)**.

corpbss@csumb.edu

