



# Accounts Payable, Disbursements and Travel Assignment Listing

General Information	
Physical Location/Mailing Address (FedEx, UPS, US Mail):	California State University San Bernardino Attention: Accounts Payable, Sierra Hall 105 5500 University Parkway San Bernardino, CA 92407
Hours of Operation:	Fall, Winter, Spring: 8AM to 5PM, Monday through Friday Summer: 7AM to 5:30PM, Monday through Thursday. - Closed Friday
Web Address:	<a href="https://www.csusb.edu/accounts-payable">https://www.csusb.edu/accounts-payable</a>
Email Invoices Only (No Correspondence)	payables@csusb.edu
Main Phone:	909-537-5155

Accounts Payable Assignments	
Responsibility	Contact Information
Numerical Vendors, Vendors A, B, C, Utilities, Payroll (Backup), Paycycle Auditor Manager (Primary), Wire for Auxiliary Payroll (Backup), ACH/EFT Rejects (Primary), Vendor Master (Primary)	<b>Marsha Teague</b> Direct: 909-537-3415 or Extension 73415 eMail: mteague@csusb.edu
Vendors D, E, F, G, H, I, J, K, Canceled Checks, Paycycle (Primary), Print Incoming Invoices from eMail (Backup)	<b>Adrienne Davis</b> Direct: 909-537-3160 or Extension 73160 eMail: adavis@csusb.edu
Vendors L, M, N, O, P, Q, R, Enterprise Rental Car, Dual Degree Program (DDP), Paycycle Auditor Manager (Secondary), Paper Travel Expense Claims, Assist with Concur Travel Expense Claims	<b>Valerie Rodriguez</b> Direct: 909-537-3913 or Extension 73913 eMail: valerie.rodriguez@csusb.edu
Vendors S, T, U, V, W, X, Y, Z, Sodexo, Paycycle Auditor, Print Incoming Invoices from eMail (Primary)	<b>Grace Parra</b> Direct: 909-537-3244 or Extension 73244 eMail: grace.parra@csusb.edu
Cengage, Auxiliary Payables (Independent Contractors, Stipends, Credit Card Payments, Travel Advances (Auxiliary Primary), Hospitality Expense Claims, Concur (Backup to Mona), Mileage Reimbursements (Auxiliary—Primary), A/P Recon (Auxiliary) Disbursements Requests (UEC, Philanthropic, ASI, Student Union), 1099 and 592 Filing (Auxiliary)	<b>Kimberlian Porter</b> Direct: 909-537-3946 or Extension 73946 eMail: kporter@csusb.edu
Auxiliary Payables (Disbursement Requests—UEC, Philanthropic, ASI, Student Union), Office Depot, Staples, Stipends, Independent Contractors, W9 Requests, Petty Cash Audit, Travel Advances (Auxiliary backup to Kim), Mileage Reimbursement (Auxiliary—Backup to Kim), Hospitality Expense Claims, Paycycle Auditor, Paycycle Backup)	<b>Lawrence Figuerres</b> Direct: 909-537-3911 or Extension 73911 eMail: lawrence.figuerres@csusb.edu

# Accounts Payable, Travel and Disbursements Assignment Listing

Accounts Payable continued	
Responsibility	Contact Information
Public Works Invoices and Claim Schedules, Board of Equalization Fuel Tax Return, Dept of General Services Journal Entry, Claim Schedule Reconciliation, Staples Summary Billing (State Side), Staples PO Invoices, International Wire Payments, 1099/592 Tax Reporting, Reviewing/Uploading Use Tax Journal, University Club Check Requests, Paycycle Auditor (Backup), Wire for Auxiliary Payroll (Backup), ACH/EFT Rejects (Backup), Payroll, Vendor Master (Backup)	<b>Amber Schneck, A/P Lead</b> Direct: 909-537-3159 or Extension 73159 eMail: amber.schneck@csusb.edu

Travel and Travel Expenses	
Responsibility	Contact Information
Concur Administration, Cash Advances, Fuel Card Issuance/Payments, Airfare Reconciliation, Concur Reporting (aging, collection, taxable items), Travel Website Maintenance, President's Travel/Hospitality Expenses, Concur Training, US Bank Corporate Travel Card Administrator (Issuance/Cancellations/Updates), Athletics Travel Card Payment and Reconciliations, Concur Reporting (Month end reports for departments), Processing Expense Reports	<b>Manorama (Mona) Sinha</b> Direct: 909-537-3158 or Extension 73158 eMail: manorama.sinha@csusb.edu

Accounts Payable, Travel and Disbursements Leadership	
Responsibility	Contact Information
Accounts Payable Lead	<b>Amber Schneck</b> Direct: 909-537-3159 or Extension 73159 eMail: amber.schneck@csusb.edu
Accounts Payable, Travel and Disbursements Manager	<b>Jay S. Wood</b> Direct: 909-537-3199 or Extension 73199 eMail: jay.wood@csusb.edu