



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
Main Phone: 909-537-5155	Web Address: https://www.csusb.edu/accounts-payable Email Invoices: payables@csusb.edu

Accounts Payable Assignments

Responsibility	Contact Information
<ul style="list-style-type: none"> • Numerical Vendors • Vendors A, B, C, D, E, F 	<ul style="list-style-type: none"> • Paycycle Auditor • University Club Check Requests <p>Marsha Teague Direct: 909-537-3946 or Ext. 73946 eMail: mteague@csusb.edu</p>
<ul style="list-style-type: none"> • Vendors G, H, I, J, K, L, M, N, O 	<p>Adrienne Davis Direct: 909-537-3160 or Ext. 73160 eMail: adavis@csusb.edu</p>
<ul style="list-style-type: none"> • Vendors P, Q, R, S, T, U, V, W, X, Y, Z • Staples 	<ul style="list-style-type: none"> • Payroll (Primary) • Paycycle Auditor <p>Grace Parra Direct: 909-537-3244 or Ext. 73244 eMail: grace.parra@csusb.edu</p>
<ul style="list-style-type: none"> • Auxiliary Payables (Disbursement Requests) • Auxiliary Office Depot • Auxiliary Staples • Auxiliary Stipends • Auxiliary Utilities • Auxiliary Credit Card Payments 	<ul style="list-style-type: none"> • Auxiliary Independent Contractors • Auxiliary Travel Advances • Auxiliary Mileage Reimbursement • Auxiliary Hospitality Expense Claims • Paycycle Auditor <p>Sylvia Perez Direct: 909-537-3913 or Ext. 73913 eMail: sylvia.perez@csusb.edu</p>
<ul style="list-style-type: none"> • Auxiliary Payables (Disbursement Requests) • Auxiliary Office Depot • Auxiliary Staples • Auxiliary Stipends • Auxiliary Utilities • Auxiliary Credit Card Payments 	<ul style="list-style-type: none"> • Auxiliary Independent Contractors • Auxiliary Travel Advances • Auxiliary Mileage Reimbursement • Auxiliary Hospitality Expense Claims • Paycycle Auditor <p>Lawrence Figuerres Direct: 909-537-3911 or Ext. 73911 eMail: lawrence.figuerres@csusb.edu</p>

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Accounts Payable continued		
Responsibility		Contact Information
<ul style="list-style-type: none"> • ACH/EFT Rejects • Canceled Checks • Claim Schedule Reconciliation • Dept of General Services Journal Entry • Paycycle Auditor (Backup) • Paycycle (Primary) • Payroll (Backup) • Stateside Utilities 	<ul style="list-style-type: none"> • Public Works Invoices and Claim Schedules • Wire Payments—International • Wire— Auxiliary Payroll • 1099/592 Tax Reporting • Use Tax Journal—Reviewing/Uploading • Auxiliary A/P Recon 	<p>Amber Schneck, A/P Lead Direct: 909-537-3159 or Ext. 73159 eMail: amber.schneck@csusb.edu</p>
Travel and Travel Expenses		
Responsibility		Contact Information
<ul style="list-style-type: none"> • Airfare Reconciliation • Athletics Travel Card Payment and Reconciliations • Cash Advances • Concur Administration • Concur Reporting (Month end reports for departments, aging, collection, taxable items) • Concur Training 	<ul style="list-style-type: none"> • Expense Report Processing • Fuel Card Issuance/Payments • President’s Travel/Hospitality Expenses • Travel Website Maintenance • US Bank Corporate Travel Card Administrator (Issuance/Cancellations/Updates) • Enterprise Rental Car (EAN Services) 	<p>Manorama (Mona) Sinha Direct: 909-537-3158 or Ext. 73158 eMail: manorama.sinha@csusb.edu</p>
Accounts Payable, Travel and Disbursements Leadership		
Responsibility		Contact Information
Accounts Payable Lead		<p>Amber Schneck Direct: 909-537-3159 or Ext. 73159 eMail: amber.schneck@csusb.edu</p>
Accounts Payable, Travel and Disbursements Manager		<p>Jay S. Wood Direct: 909-537-3199 or Ext. 73199 eMail: jay.wood@csusb.edu</p>