



# Accounts Payable, Disbursements and Travel Assignment Listing

General Information	
<b>Physical Location/Mailing Address (FedEx, UPS, US Mail):</b> California State University San Bernardino Attention: Accounts Payable, Sierra Hall 105 5500 University Parkway San Bernardino, CA 92407	<b>Hours of Operation:</b> Fall, Winter, Spring: 8AM to 5PM, Monday through Friday Summer: 7AM to 5:30PM, Monday through Thursday. - Closed Friday
<b>Main Phone:</b> 909-537-5155	<b>Web Address:</b> <a href="https://www.csusb.edu/accounts-payable">https://www.csusb.edu/accounts-payable</a> <b>Email Invoices:</b> payables@csusb.edu

Accounts Payable Assignments		
Responsibility		Contact Information
<ul style="list-style-type: none"> <li>Numerical Vendors</li> <li>Stateside Vendors A, B, C</li> </ul>	<ul style="list-style-type: none"> <li>Paycycle Auditor</li> </ul>	<b>Tessa Alex</b> Direct: 909-537-3946 or Ext. 73946 eMail: tessa.alex@csusb.edu
<ul style="list-style-type: none"> <li>Stateside Chartwells (Campus Catering)</li> </ul>	<ul style="list-style-type: none"> <li>Paycycle Auditor</li> </ul>	<b>Marsha Teague</b> Direct: 909-537-4151 or Ext. 74151 eMail: mteague@csusb.edu
<ul style="list-style-type: none"> <li>Stateside Utilities</li> <li>Stateside Vendors D, E, F</li> </ul>	<ul style="list-style-type: none"> <li>Paycycle Auditor</li> <li>Philanthropic Credit Card Payments</li> </ul>	<b>Lawrence Figuerres</b> Direct: 909-537-3911 or Ext. 73911 eMail: lawrence.figuerres@csusb.edu
<ul style="list-style-type: none"> <li>Stateside Vendors G, H, I, J, K, L, M, N, O</li> </ul>		<b>Adrienne Davis</b> Direct: 909-537-3160 or Ext. 73160 eMail: adavis@csusb.edu
<ul style="list-style-type: none"> <li>Vendors P, Q, R, S, T, U, V, W, X, Y, Z</li> <li>Staples</li> <li>Stateside Chartwells (Campus Catering)</li> </ul>	<ul style="list-style-type: none"> <li>Payroll (Primary)</li> <li>Paycycle Auditor</li> </ul>	<b>Grace Parra</b> Direct: 909-537-3244 or Ext. 73244 eMail: grace.parra@csusb.edu
<ul style="list-style-type: none"> <li>Stateside Vendors G, H, I, K, L, M, N, O (Backup)</li> </ul>	<ul style="list-style-type: none"> <li>Paycycle Auditor</li> </ul>	<b>Vanesa Banuelos</b> Direct: 909-537-4760 or Ext. 74760 eMail: vanesa.banuelos@csusb.edu
<ul style="list-style-type: none"> <li>Auxiliary Payables (Disbursement Requests)</li> <li>Auxiliary Office Depot</li> <li>Auxiliary Staples</li> <li>Auxiliary Stipends</li> <li>Auxiliary Utilities</li> <li>Auxiliary Chartwells (Campus Catering)</li> </ul>	<ul style="list-style-type: none"> <li>UEC Credit Card Payments</li> <li>Auxiliary Independent Contractors</li> <li>Auxiliary Travel Advances</li> <li>Auxiliary Mileage Reimbursement</li> <li>Auxiliary Hospitality Expense Claims</li> <li>Paycycle Auditor</li> </ul>	<b>Temporarily Vacant (call or email Amber Schneck)</b> Direct: 909-537-5155 eMail: payables@csusb.edu

# Accounts Payable, Travel and Disbursements Assignment Listing

Accounts Payable continued		
Responsibility		Contact Information
<ul style="list-style-type: none"> <li>Sponsored Programs Payables (Disbursement Requests)</li> <li>Sponsored Programs Office Depot</li> <li>Sponsored Programs Staples</li> <li>Sponsored Programs Stipends</li> <li>Sponsored Programs Utilities</li> <li>Sponsored Programs Chartwells (Campus Catering)</li> </ul>	<ul style="list-style-type: none"> <li>Sponsored Programs Independent Contractors</li> <li>Sponsored Programs Travel Advances</li> <li>Sponsored Programs Mileage Reimbursement</li> <li>Sponsored Programs Hospitality Expense Claims</li> <li>Paycycle Auditor</li> </ul>	<p><b>Raquel Leal</b>                      Direct: 909-537-4217 or Ext. 74217                      eMail: raquel.leal@csusb.edu</p>
<ul style="list-style-type: none"> <li>ACH/EFT Rejects</li> <li>Canceled Checks</li> <li>Claim Schedule Reconciliation</li> <li>Dept of General Services Journal Entry</li> <li>Paycycle Auditor (Backup)</li> <li>Paycycle (Primary)</li> <li>Payroll (Backup)</li> <li>Stateside Utilities</li> <li>University Club Check Requests</li> </ul>	<ul style="list-style-type: none"> <li>Public Works Invoices and Claim Schedules</li> <li>Wire Payments—International</li> <li>Wire— Auxiliary Payroll</li> <li>1099/592 Tax Reporting</li> <li>Use Tax Journal—Reviewing/Uploading</li> <li>Auxiliary A/P Recon</li> </ul>	<p><b>Amber Schneck, Senior Lead, Accounts Payable and Procure to Pay</b>                      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"> <li>Airfare Reconciliation</li> <li>Athletics Travel Card Payment and Reconciliations</li> <li>Cash Advances</li> <li>Concur Administration</li> <li>Concur Reporting (Month end reports for departments, aging, collection, taxable items)</li> <li>Concur Training</li> </ul>	<ul style="list-style-type: none"> <li>Expense Report Processing</li> <li>Fuel Card Issuance/Payments</li> <li>President's Travel/Hospitality Expenses</li> <li>Travel Website Maintenance</li> <li>US Bank Corporate Travel Card Administrator (Issuance/Cancellations/Updates)</li> <li>Enterprise Rental Car (EAN Services)</li> </ul>	<p><b>Manorama (Mona) Sinha, Senior Financial Analyst T&amp;E</b>                      Direct: 909-537-3158 or Ext. 73158                      eMail: manorama.sinha@csusb.edu</p>

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