



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 Stateside Vendors A, B, C 	<ul style="list-style-type: none"> Paycycle Auditor 	Vanesa Banuelos Direct: 909-537-3913 or Ext. 73913 eMail: vanesa.banuelos@csusb.edu
<ul style="list-style-type: none"> Stateside Chartwells (Campus Catering) 	<ul style="list-style-type: none"> Paycycle Auditor 	Marsha Teague Direct: 909-537-4151 or Ext. 74151 eMail: mteague@csusb.edu
<ul style="list-style-type: none"> Stateside Utilities Stateside Vendors D, E, F 	<ul style="list-style-type: none"> Paycycle Auditor Philanthropic Credit Card Payments 	Vacant Direct: 909-537-5155 eMail: payables@csusb.edu
<ul style="list-style-type: none"> Stateside Vendors G, H, I, J, K, L, M, N, O 		Adrienne Davis Direct: 909-537-3160 or Ext. 73160 eMail: adavis@csusb.edu
<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 	Grace Parra Direct: 909-537-3244 or Ext. 73244 eMail: grace.parra@csusb.edu
<ul style="list-style-type: none"> Auxiliary Payables (Disbursement Requests) Auxiliary Office Depot Auxiliary Staples Auxiliary Stipends Auxiliary Utilities Auxiliary Chartwells (Campus Catering) 	<ul style="list-style-type: none"> UEC Credit Card Payments Auxiliary Independent Contractors Auxiliary Travel Advances Auxiliary Mileage Reimbursement Auxiliary Hospitality Expense Claims Paycycle Auditor 	Isabella Briguglio Direct: 909-537-3946 eMail: isabella.briguglio@csusb.edu

Accounts Payable, Travel and Disbursements Assignment Listing

Accounts Payable continued		
Responsibility		Contact Information
<ul style="list-style-type: none"> Sponsored Programs Payables (Disbursement Requests) Sponsored Programs Office Depot Sponsored Programs Staples Sponsored Programs Stipends Sponsored Programs Utilities Sponsored Programs Chartwells (Campus Catering) 	<ul style="list-style-type: none"> Sponsored Programs Independent Contractors Sponsored Programs Travel Advances Sponsored Programs Mileage Reimbursement Sponsored Programs Hospitality Expense Claims Paycycle Auditor 	<p>Raquel Leal Direct: 909-537-4217 or Ext. 74217 eMail: raquel.leal@csusb.edu</p>
<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 University Club Check Requests 	<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, Interim Director of Procure to Pay, Travel and Disbursement 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, Senior Financial Analyst T&E Direct: 909-537-3158 or Ext. 73158 eMail: manorama.sinha@csusb.edu</p>

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Responsibility		Contact Information
Interim Director of Procure to Pay, Travel and Disbursement		<p>Amber Schneck Direct: 909-537-3159 or Ext. 73159 eMail: amber.schneck@csusb.edu</p>
Executive Director and Chief Procurement Officer, Procurement Services Accounts Payable, Travel and Disbursements		<p>Jay S. Wood Direct: 909-537-3199 or Ext. 73199 eMail: jay.wood@csusb.edu</p>