



Financial Affairs Collaboration Team (FACT)

July 12, 2023

10AM-11AM

<https://csusb.zoom.us/j/86107502025>

Minutes

Accounting Updates

No updates.

Accounts Payable & Travel Updates

- Jay Wood
 - Moving and Relocation Process
 - HR did not include faculty, however, Jay Wood is working on this, in the meantime the moving and relocation process for faculty is to be processed as normal until the normal flat rate model is determined.
 - Corporate Card
 - All UEC card holders please enroll in the reconciliation and orientation training; Ashley Alcazar may help you to get you enroll.
 - Travel
 - Currently working on trying to help people reconcile with any cash advances that they may have open; it is important to reconcile within 30-60 days of receiving it.
 - If you have a corporate card you will not be eligible for a cash advance; you will use your corporate card instead.

Budget Updates

- Homaira Masoud
 - Informed they are working on budget balance available; any decision with the base will be communicated to the division budget offices.
 - Will be presenting final budget to the Cabinet on July 20th; once approved from the Cabinet will be informing the group.

ITS Updates

- Gabby Guzman
 - Informed that they have been having issues with the vendor telephone bill, have not been able to close this month bill. However, they are working on it.



Procurement Updates

- Angelica Jara
 - Chief Procurement Officer
 - Informed that Teresa Villa is no longer with the organization, if there is anything pending please email herself, J.C. Cortez or Jay Wood as procurement is now under him.
 - Jay Wood introduced himself as the Interim Executive Director of Procurement.
 - PIWP (Pop-in with Procurement) Meeting
 - Meeting held every Tuesday at 9am.

Student Financial Services Updates

- Claudia Enriquez
 - Requests to Establish/Maintain Cashiering Collection Point Form
 - Departments that have not submitted their request for cash handling locations and cash handling personnel please know you are not authorized to collect payments as of July 1st.
 - Reminder email of Annual Cash Handling and Banking Policy will be resent later today.

Support Services Updates

- Brand Hernandez
 - Michael Morse is the Interim Manager for Printing Services.