



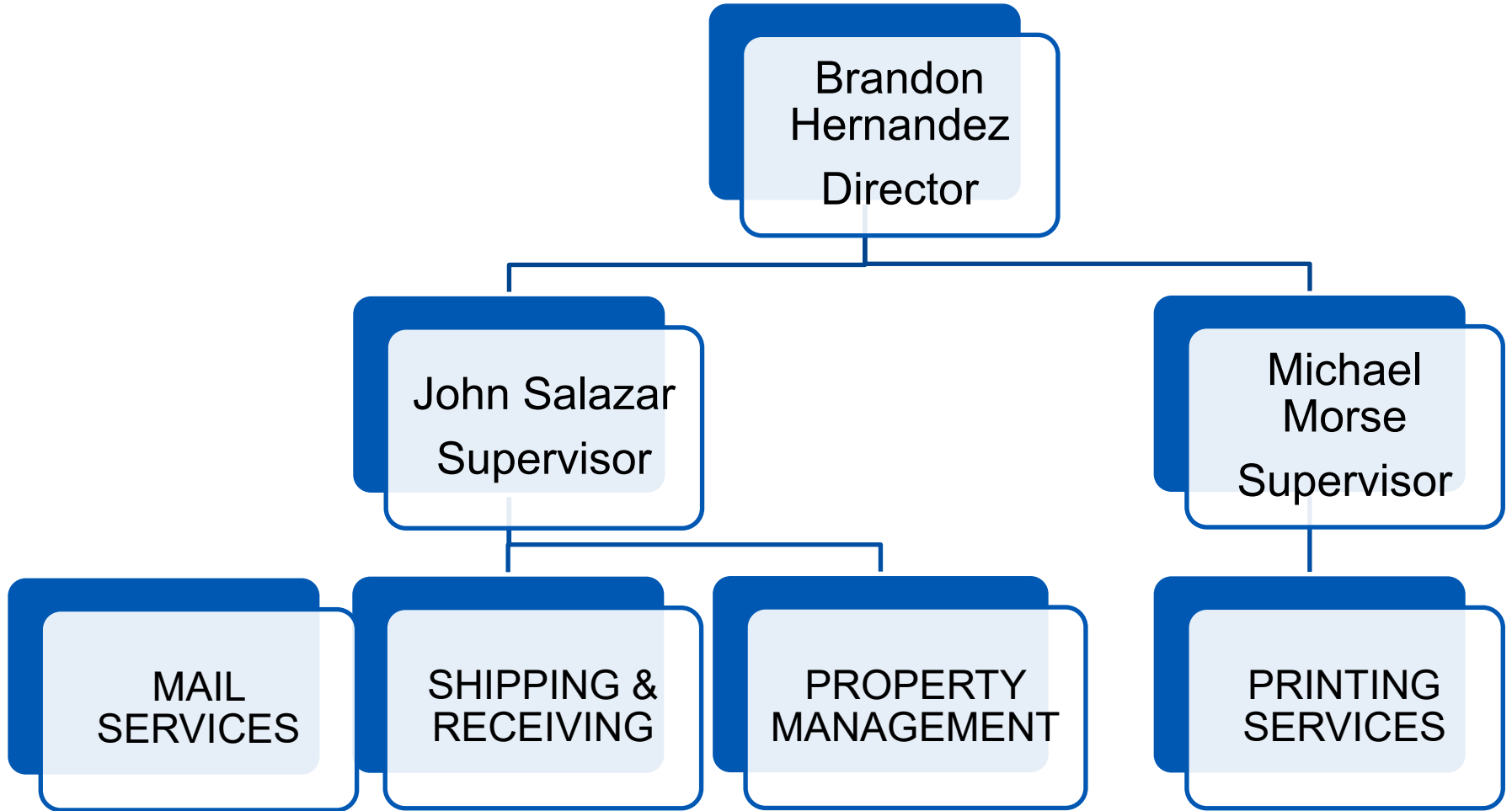
ADMINISTRATION & FINANCE SUPPORT SERVICES

Presented by John Salazar

SUPPORT SERVICES INTRODUCTION

- Support Services consists of the following departments:
 - Printing Services
 - Mail Services
 - Shipping & Receiving
 - Property Management
- Located in the Administrative (AS) building
- Hours: 8:00 am to 4:30 pm

SUPPORT SERVICES ORGANIZATIONAL CHART



PRINTING SERVICES Department



Print Postcards, Flyers, Posters, Signs



Print in Various Sizes and Color or Black & White



Provide Stationary – Letterhead, Envelopes, Business Cards, Note cards



Provide Other Services – Shredding



Administer the 3-Digit Chargeback Numbering System

MAIL SERVICES Department



Pickup USPS Mail & Deliver to Campus



Provide Package Shipping Services



Provide Overnight Shipping via FEDEX, UPS, USPS



Chargeback Mail Costs using 3-Digit CB Numbers

SHIPPING & RECEIVING Department



Receive Packages/Freight & Deliver to Campus



Carriers - UPS, FEDEX, AMAZON, DHL, FREIGHT



Inspect Shipments for Damage & Correctness (POs)



Receive Purchase Orders in PeopleSoft

PROPERTY MANAGEMENT Department



Record Assets from Purchase Orders & Procards



Tag University Property per Threshold



Perform Periodic Property Audits



Oversee Surplus Property Disposal

RESPONSIBILITY BY ROLE

Staff Member

Print materials

Pickup – Sort Daily Mail

Delivery Freight Shipments

Receive POs in PeopleSoft

Records Assets in PS

Retire Assets in PS

Student Assistants

Deliver Printed Materials

Deliver Daily Mail

Deliver Daily Packages

Pickup Surplus Equipment



CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO

Department	Email	Website
Printing Services	printing@csusb.edu	printing.csusb.edu
Mail Services	mailservices@csusb.edu	receiving.csusb.edu
Shipping & Receiving	receiving@csusb.edu	receiving.csusb.edu
Property Management	property@csusb.edu	property.csusb.edu

Questions?