

FACT Meeting Minutes

2/09/2021

Budget:

Dena Chester

- Intra-department amendments will open March 1st. Start projections and turn it in preferably as early as you can before the deadline. Accounting books should be closing in a couple days.

Accounts Payable:

Jay Wood

- Testing the new procard and working on a workflow.
- In Concur for Travel, there are new travel and expense types showing up. Do not use those as of yet.
- Announcement: Marsha Teague retired. Her tasks have been distributed among the AP staff.
- To see who In AP is handling which tasks go to AP's page, click on Contact Us (in the middle of the page) and click the hyperlink that says, [View the Specific Assignment Listing for Each Individual](#).
- Best way to contact the department is via email at payables@csusb.edu

Accounting Services:

Mimi Badulis

- Year end is coming soon. Start preparing by looking at where your expenses are at, check encumbrances and close out any necessary purchase orders.
- Accounting and Sponsored Programs Administration (SPA) are revising Faculty Release Time form. It is still being worked on. Please send any recommendations or suggestions to Rima Tan or any Accounting or SPA staff. Once completed, the form will live on the SPA and Accounting page.

Procurement:

Art Torres

- Current main focus is the new corporate card that will be launched soon. Old cards will be deactivated by department and training will be provided.
- COVID-19 CSUSB Event Information Update 2/9/21 Presentation will be attached. Any events that take place in person is asked from Procurement to request VP approval. Any installations or repairs that requires for someone to come on site, expect for Procurement to prompt a request for MPP approval acknowledging that there will be someone coming to campus. This is effective up to 8/15/21. An email notification about this has been sent. Procurement is sending out communications to all vendors regarding COVID information if they are coming on site. If the vendors have questions regarding this please refer them to Procurement.
- The Unauthorized Purchase Explanation/Certification form (UPEC) for procard and requisitions are being consolidated to one UPEC form. In the Departmental Certifications and Approvals section, the Dean/Chair/Administrator from your own department signs there. Do not fill out the section that says, **For Procurement and Contracts Office Use Only**.
- The Sole Source/Brand Justification Request is also being modified.

Support Services:

Brandon Hernandez

- The department is getting new equipment installed. Should not affect anyone.

- Printing Services is on campus Mondays and Wednesdays if there are job requests.
- Working on a new automated workflow process with Property Management, specifically with Asset Management utilizing the DACS system. This will roll out in the next couple months. Correspondence will be sent out soon. Working on identifying the contact person for each area which is called the property custodian who has access or familiarity with the DACS system.

Questions

Q: This new procard be rolling out in the peak of our purchasing season and not July 1st?

A: It depends, the project is still in the works and there are more changes that are being looking to be made. All procards will not be turned off at the same time. This new card will be introduced to one department at a time with the proper training.