

FACT Meeting Minutes

12/09/2020

Budget:

Dena Chester

- Need Covid related receipts for FEMA. It is very important to get them in no later than December 18th. Office supplies are not reimbursable by FEMA. Once FEMA claim is submitted it might be a couple years before the University gets reimbursed.

Accounts Payable/Travel:

Jay Wood/Mona Sinha

- Running checks on Tuesdays and Thursdays.
- All airline tickets that are showing an upcoming expiration date have been extended until December 31, 2022.
- Mona enrolled CSUSB in a United Airlines program where if there is a ticket name change request, no fee will be assessed.

Student Financial Services:

Claudia Enriquez

- SFS has been experiencing power outages two to three times a week. There might be delays in communication responses.

Procurement:

Art Torres

- CSUSB does not allow for multiyear encumbrances for contracts. Cannot encumber beyond one fiscal year. Vendors need to provide quotes for one fiscal year.

Support Services:

Brandon Hernandez

- Mail services and Shipping and Receiving services are still available on campus. Hours of operation are Monday-Fri 9am-1pm. Printing Services are available as needed. Working on calendar requests. If possible to pick up calendars from campus in order to save on shipping expenses.

Questions:

Q: Do we still need to log toner and office supplies (paper, pens, ink) on the FEMA report?

A: No. Only log items that you would not normally order to work remotely. Ex. a computer or a cord to connect to your printer in order to work remotely. FEMA is not covering anything past September 15th however, we still need to log on the spreadsheet just in case they extend that date. If you have any questions on what to log email Dena Chester.

Q: Are all Covid related expenses tracked on one account?

A: Yes, all Covid related expenses are charged to account #660947.