

FACT Meeting Minutes

04/14/2021

Budget:

Davina Lindsey

- There are no updates to provide at this time.

Accounting Services:

Rima Tan

- Year-end deadlines have been posted to the Accounting Services website for both State and Auxiliary {<https://www.csusb.edu/accounting/resources/year-end-deadlines>}. Please start looking at your transactions; any transfers between State and Auxiliary require additional items (invoicing, AP disbursement requests, etc.); send in your requests as soon as possible.
- Accounting Services and Sponsored Programs have updated the [Faculty Release Time Form](#) on the 'Procedures and Forms' webpage {<https://www.csusb.edu/accounting/general-accounting/procedures-and-forms>}. If you have any faculty time reimbursement, please download the form and begin implementing this new process.

Accounts Payable:

Jay Wood

- Please submit your year-end items as soon as possible, the earlier the better.
- New Corporate Card implementation and work flow are in progress; hopefully a demo will be available soon. There will be a small presentation at Employee Development Days.

Travel:

Mona Sinha

- Beginning today, Mona will be running reports for any outstanding travel requests and reaching out to applicable departments for assistance with closing and/or filing requests and expense reports. June 18th is the deadline to enter travel requests for this fiscal year; anything entered after this date will be posted to the next fiscal year (2021/22).

Student Financial Services:

- No updates from SFS presented.

Procurement:

Erika Takenaka

- Year-end reminder: please look at your Encumbrance and Open P.O. Reports in Data Warehouse. P.O. closeouts should be coordinated with A/P staff to ensure there are no outstanding invoices due before a P.O. is closed. Courtesy notifications will be sent from Procurement in advance of any P.O. closures (back to 2-years ago) to make sure they are ready to close before doing so. Procurement prefers to begin this process now versus waiting until June, when possible.
- Procurement will be holding a workshop on April 29th for new vendors, titled: "How to Do Business with CSUSB" (Dusty and Erika will co-facilitate); the workshop will focus on the platforms available for the RFP or RFQ process (CSUBuy, PlanetBids, GovSpend). New and returning vendor participation is encouraged, please reach out to Erika Takenaka if there are any vendors you would like to invite; she will forward the flyer and registration information to them directly.

- At the last Procurement Workshop, it was recommended that upcoming workshops be posted and made available in advance. There is now an [FAQ webpage](#) with this information, all scheduled dates/times are subject to change.

Support Services:

Brandon Hernandez

- May 28th is year-end deadline for Printing, Campus Stores and Mail Services.
- Keep in mind when your jobs are needed as Commencement is keeping Printing Services quite busy. The staff will be in the office Monday – Friday over the next 2-weeks to address the higher volume of jobs that are coming in.
- Mail Services, Shipping & Receiving continue to be here Monday – Friday (9am – 1pm)

Questions:

Q: Is June 18th the deadline for Construction (Capital Projects) related transfers (FDPC)?

A: Construction Costs (including Requests for Invoices, Chargebacks and Transfer of Expenses) must be submitted by June 4th. For further assistance please contact Eliana Nguyen at enguyen@csusb.edu.

Q: Are we able to submit requisitions now for next fiscal year?

A: Yes, the window for entering requisitions for the next fiscal year opened April 1, 2021. In order for requisitions to be entered, a **Requisition Date and Accounting Date of 07/01/2021 is required**. For further assistance, or questions, please contact Amy Beran at aberan@csusb.edu.