



Procurement, ProCards, PaymentWorks

Business Operations Forum

31 October 2019

Presented By: Steve Mackey



California State University
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Agenda

- Procurement Updates – Art Evjen
- PaymentWorks Training – Art Evjen
- Procure to Pay Project Update – Brenna Dresser
- Questica Budget Update – Steve Mackey, Yolanda Anglin, and Susan McFarlane
- Accounting Director Search Update – Steve Mackey
- Finance Webpage Feedback – Kim Young



Procurement Updates

- Vendors in CFS (See PaymentWorks later on!)
- International Vendors
- Commodities vs. Services
- Contracts, MOUs, Agreements
- IT Systems and Services
- Purchase Orders, Direct Pays, ProCards



Vendors in CFS

- Vendors in CFS (See PaymentWorks later on!)
- No more 204 forms!
- Establish Vendor prior to beginning service or placing an order



International Vendors

- Did you miss that STOP sign?
- International Vendors (See PaymentWorks later on!)
- Details gathered through PaymentWorks
- Reviewed by Procurement
- Additional research by Accounting, if needed



Commodities vs. Services

- Commodities are Goods, Supplies, Equipment
- Services: When someone else is doing something for CSUMB, including Software as a Service (SaaS)
- Services require a documented understanding
- Contracts, MOUs, MOAs, Agreements, etc.
- Indemnification language is essential



Contracts, MOUs, Agreements

- Contract Flow
- Templates from : <https://csumb.edu/finance/contracts>
- Templates invoke CSU General Provisions
- CSUMB contract to be signed first by Vendor
- Signed by Fiscal Authority of CSUMB Department
- Executed by one of four University Agents:
 - President, VP Admin & Finance, AVP Finance,
 - Director BSS



IT Systems and Services

- Section 508 and Sensitive Data (Level 1, Level 2)
- **NOTE: ALL contracts for IT systems and services must be reviewed by our IT Department prior to execution**
- Link on Contracts site leads to TeamDynamix site for submitting a service request.
- Accessibility Conformance Template
- IT Supplemental Provisions for sensitive data



Purchase Orders, Direct Pays, ProCards

- Under Policies & Procedures/Guidelines at:
<https://csumb.edu/finance/procurement>
- Purchase Orders invoke CSU General Provisions
- Purchase Orders encumber the funds in CFS
- ProCards prohibited when Tax Withholding is Required
 - See Campus-Wide Service Agreements at
<https://csumb.edu/finance/contracts>for “Pro-Card Approved” and special payment considerations



ProCard Agenda

- Getting a ProCard
- “Transaction Declined”
- Conflict of Interest Requirements
- October, 2018 Procurement Card Handbook
- Using Your ProCard
- Pitfalls to Avoid



Getting a ProCard

- Application Form (Purchasing Website)
 - <https://csumb.edu/finance/procurement>
- Spending Limits
- Approving Official / Backup Approving Official
- Schedules and Deadlines
- Reconciliation Buddy
- Conflict of Interest Requirements



Spending Limits

- Default is \$1,000 per transaction; \$5,000 per cycle
 - Cycle is usually 16th through the following 15th
- Temporary Changes: email from Approving Official
 - To Eva Salas 1^o, Art Evjen 2^o, or Michael Phillips 3^o
- Permanent Changes: Signed Form from Approving Official



“Transaction Declined”

- Exceeding Current Spending Limits. **DON'T SPLIT!**
 - Send email from Approving Official to Eva, Art, Michael
- Suspected Fraud Activity
 - Call the U.S. Bank number on the back of the card
 - Last 4 digits of your Otter ID
- Merchant Category Code (MCC)
 - Contact Eva, Art, or Michael by phone or email
 - Live update and can rerun the transaction



Recon Buddy



- Reconciles/Submits Reports when You're Away
- Access to CFS ProCard Module is Required
- Access to Receipts
- Access to Approving Official



Conflict of Interest Requirements

What this Means for New ProCard Users:

- ProCard Application Form sent to Procurement
- Procurement sends email to:
 - University Personnel
 - Coordinates Form 700
 - Initiates Conflict of Interest Training
 - Administrative Systems Management
 - Provides access to CFS ProCard module



Conflict of Interest Requirements

What this Means for New ProCard Users:

- Form 700 AND the Conflict of Interest Training must be completed before the new ProCard is provided to the ProCard User
- Form 700 must be delivered to University Personnel
- University Personnel sends confirmation to Procurement



Oct. 2018 Procurement Card Handbook

Please keep a copy handy (virtual, or otherwise)

Link: <https://csumb.edu/finance/procurement>

- Recommended:
 - Electronic Copy on your desktop
 - Saved among your “Favorites”
- Please update when we send out revisions
- Cardholders and Approving Officials
are responsible for compliance with the Guidelines



What's Unchanged

ProCard Users AND Approving Officials Need to Verify:

- Usage is in compliance with ProCard Guidelines
- No Splitting of Orders (You should NEVER need to split)
- No Prohibited Items
- Conditional Items must have Prior Written Authorization(s)
- Reconciliation Docs are signed and delivered on time
- Reconciliation Docs are Complete
 - Special Category Items have been marked using the codes
 - All Itemized/Detailed Receipts are original and included
 - No missing or unaccounted receipts



What's Unchanged

Taxes

We are NOT Tax-Exempt!

- California Sales Tax
 - Based on point of receipt/delivery (Seaside = 9.25%)
 - If delivered and charged less than 9.25%, we still pay the difference (happens “behind the scenes”)
- Use Tax (happens “behind the scenes”)
 - Purchases made outside CA that would be taxed if in CA
 - Must still pay tax; full amount to appear on your financial reports
 - Based on Seaside rate (currently 9.25%)



Reconciliation Reminders

- Receipts **need to be detailed** and match the amount posted and noted on the reconciliation report.
- Do not send report to Procurement if a receipt is missing or does not match the amount posted. **Reports will not be accepted unless all receipts are attached.**
- Before sending reports to Procurement, make sure the reports are signed by the Cardholder and Approving Official.
- A Catering Form is always required for all food expenses, e.g., A'viands, Target, Safeway, etc. prior to the event.



Reconciliation Reminders

- When reconciling your ProCard report, always enter a description for each transaction posted
- Use correct account number for expenses when reconciling statement
- When reconciling report ***PLEASE*** put receipts in the same order as shown on the recon report
- Submit documentation to evidence the prior written authorizations and other conditional requirements



Pitfalls and Reminders

- Computer hardware and software - Must obtain PRIOR written approval from IT on any items that will reside on the campus network
- When a Cardholder's Approving Official changes, the department needs to submit an "Approving Official Change" form. NOTE: The new Approving Official must have fiscal authority for Cardholder's department
- Fraudulent activity - be aware of where you are using your card – especially off-beat online websites that may lack adequate security



Pitfalls to Avoid

- Postage Stamps
- Contracts/Agreements not signed by a University Agent *in advance*
- Missing insurance or indemnifications regarding services obtained
- Sales/Use Tax not budgeted (or accrued)
- Returns and Credits documented



What's Still Evolving

- Expanding Uses of ProCard
- Hazardous Materials
 - See Hazardous Materials Procurement Program
 - <https://csumb.edu/finance/procurement>
 - Also ProCard Guidelines and Appendix A
 - Check with your Authorized Individual within your Department/College
 - Communications with Health and Safety and/or Academic Environmental Health and Safety



Some ProCard Contacts

University Procurement (ProCard)

- Eva Salas x3751
- Art Evjen x3394
- Michael Phillips x4252

University Personnel (Conflict of Interest)

- Melanie Chavez x5404

University Corporation (ProCard)

- Cynthia Lynch x4444

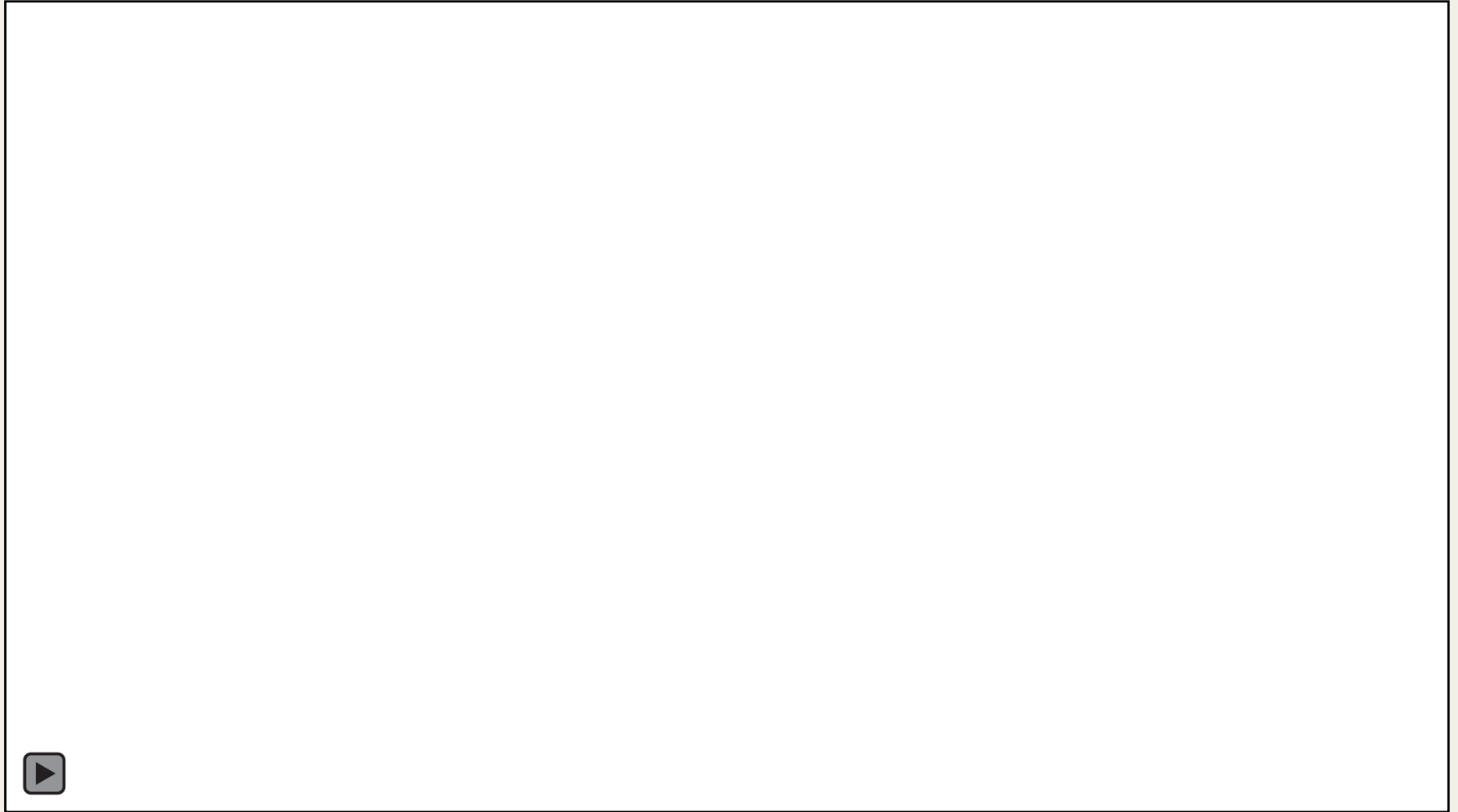


PaymentWorks Agenda

- Many Thanks to Miguel Silva, who made this happen!
- Thanks to Steve Mackey, our Financial sponsor!
- No more STD.204 (VDR) Forms!
- Vendors interact with PaymentWorks for onboarding, as well as payment status updates!
- Dept. Initiates, then just sit back and relax!
- You can check status, but you'll receive email at end.
- Short video:



Initiator Video



PaymentWorks

- You can check status in PaymentWorks
 - You'll receive email when onboarding is complete.
 - Email will have confirmation and CFS Vendor ID#
 - Vendor can check status and payment status through their own PaymentWorks portal. (Not through you!)
- Go Live Date: **TODAY!!!**





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Procure to Pay Project



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Procure to Pay Functions

Function	Sub-function	Tasks	Owner
Contract	Pre Contract	Identify need and develop	Department
		Issue RFI	Business Support Services
		Receive bids/quotes	Business Support Services
	Contract	Negotiate terms	Business Support Services
		Finalize contract	Business Support Services
	Post Contract	Setup vendor	Department
Maintain vendor		Business Support Services	
Purchase	Purchase requisition (if needed)	Submit purchase requisition	Department
	Purchase order (if needed)	Source PO	Business Support Services
		Manage purchase order	Department
	Place order	Schedule delivery or service with vendor	Department
		Receive good/service	Department
Payment	Receive invoice	Receive invoice and verify purchase information	Department
	Request payment	Get payment request form approved	Department
		Accounts payable enters invoice into CFS	Accounts Payable
	Payment issued to vendor	Run pay cycle process to issue payment	Accounts Payable



Questica Budget Update



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Questica Budget Update

- Project Website:
<https://csumb.edu/finance/questica-budget-project>
 - Review the demo from the 9/25 BOF
 - Key Project Contacts
 - Updates, training plans, etc.



Questica Budget Update

- Project Milestones
- Core Financial Data load - complete
- Position Review - in progress (reminder to get your lists back to Bob!)
- IT scripts - in progress
- Position and Payroll Data - not begun



Questica Budget Update

- Workgroup Updates:
- Meetings begin Nov 2019
 - Budget & 1-time Budget: Laurie Dixon Lead
 - Position Budget Management: Bob Cubillas Lead
 - Reports: Yolanda Anglin Lead
 - Communication: Susan McFarlane Lead



Accounting Director Search Update



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Accounting Director Search Update

- Open Forums:
 - Joel Colvin: 6 November 2019 3:30-4:00 pm
 - Debbie Martin: 7 November 2019 3:30-4:00 pm

All meetings in Mountain Hall Suite D



Finance Webpage Feedback



Finance Webpage Feedback

- Review www.csumb.edu/finance
- Provide feedback, recommendations, things you need, etc.
- Kim Young kyoung@csumb.edu



Thank You For Attending!

SAVE THE DATE!

**Bill Musselman Retirement
PARTY**

12 December 2019

4PM - AVC



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Thank You For Attending!

- Next BOF: 13 November 2019 10-12
 - EHSRM Department Orientation

