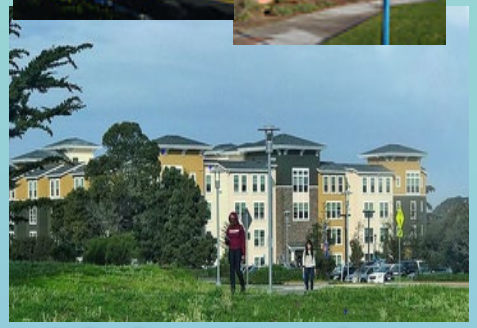
UNIVERSITY CORPORATION

CSU MONTEREY BAY

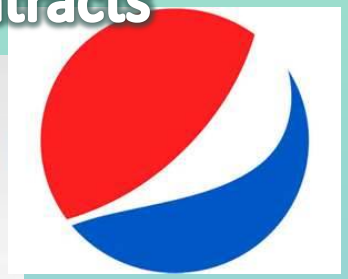
Research, Housing and Commercial Services

Auxiliary Services

Housing



Vending Contracts

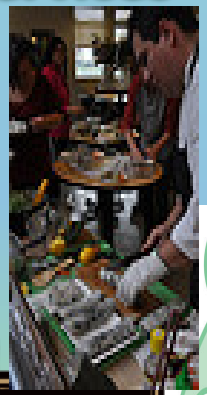


canteen
ALWAYS FRESH, ALWAYS ON

Capital Projects

KAZU

Dining Services



Peet's Coffee & Tea

FOUNDATION OF CALIFORNIA STATE UNIVERSITY MONTEREY BAY

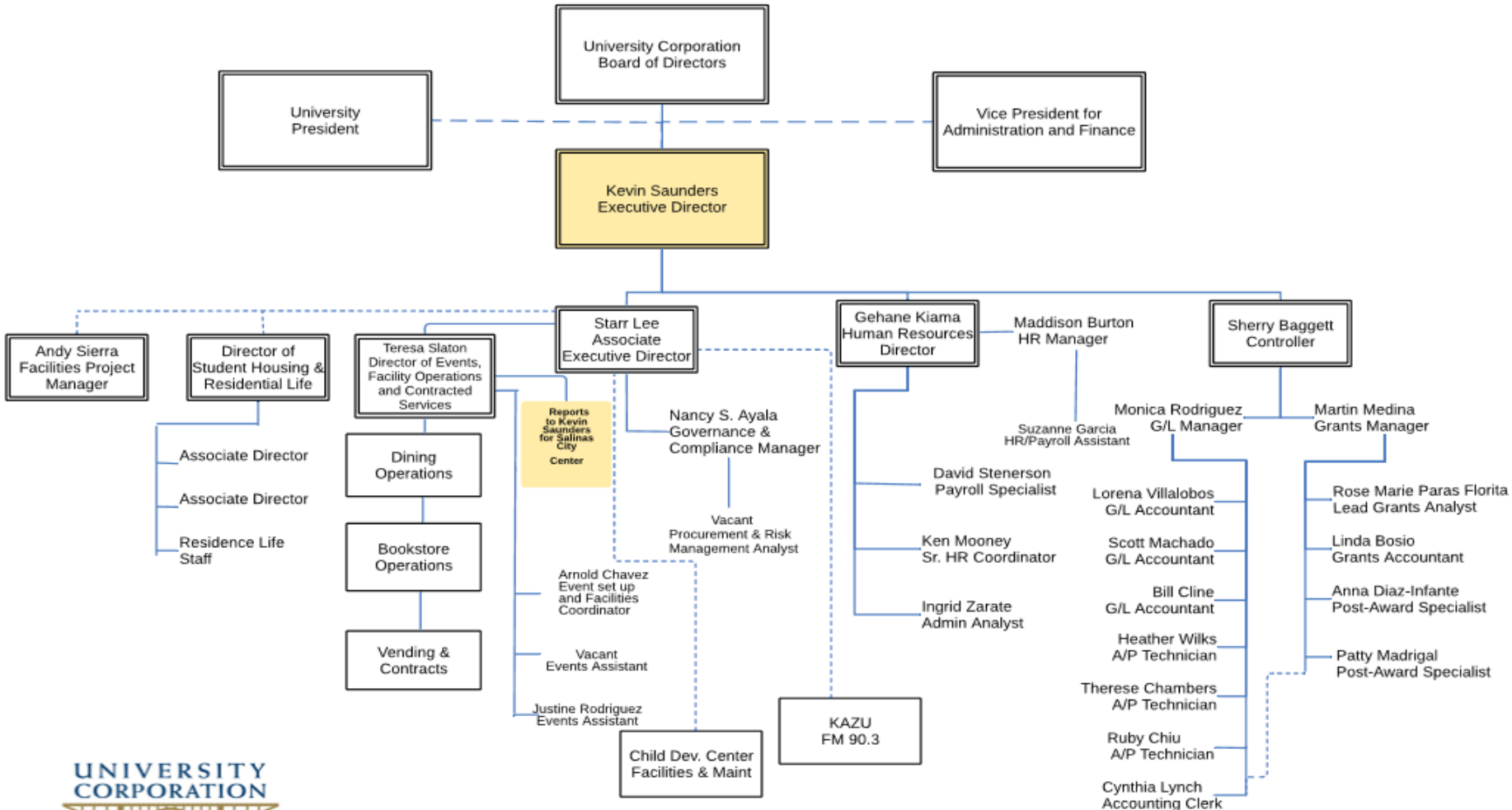
Bookstore

Child Development Center

Early Development Services

OTTER STUDENT UNION
CSU Monterey Bay

Corporation Team



UNIVERSITY CORPORATION
CSU MONTEREY BAY
Research, Housing and Commercial Services

2019/20

As of 01 April 2020

University Corporation Business Under Shelter-at-Home

Please use the link to access UCORP's

Business Under Shelter-at-Home

- This webpage covers all our current temporary changes to our processes during the current crisis.

COVID-19 Related Special Expenses

- The authorized signer will need to identify any expense directly related to the current COVID-19 crisis. This is a Chancellor's Office requirement.

Please use the special project code in the chartstring: COVID-19

Electronic Signature Options

The following Electronic Signature options are currently available:

Make sure ucorp_accounts_payable@csumb.edu is the final recipient for any of the methods listed below.

- **Docusign**
- **Adobe Reader** (using the Fill & Sign tool)
- **Adobe Creative Suite** (using the Fill & Sign tool)

Adobe Reader allows you to:

- View any pdf file
- Virtually sign or initial your document using the Fill & Sign tool

Adobe Reader is free and usable on most devices

Available at: https://csumb.edu/cat/free-software/

Adobe Creative Suite Can Help You

- Print your documents as pdf files, this will allow anyone with a PDF Reader to view the document, as if it was printed.
- Virtually sign or initial your document using the Fill & Sign tool.
- Add a text box for dates, chartstrings or notes on the face of your document using the Fill & Sign tool.

- Combine multiple pdfs into one document, allowing it and the relevant support to be viewed as one pdf, using the Combine Files tool.

- Organize the pages of a pdf document using the Organize tool. This tool also allows the creator to delete unnecessary pages or to extract a specific page or pages from a pdf.

- Tutorials will be posted to the Business Under Shelter-at-Home webpage.

Is free for CSUMB and UCORP staff Link: Adobe Creative Suite

Don't Have Access to a Computer or are using a cell phone/tablet

Authorized signers can approve invoices, check requests and documents via email.

Email authorization should include identifying details such as:

- **Vendor or Payee Name**
- **Invoice number**
- **Invoice date**
- **Total due**
- **Chartstring**
- **Purchase Order number (if applicable)**

Example of confirmation statement:

"I am approving invoice # SC03172020 from Fisher Scientific dated 1-1-2020 for $352.75 using 660003-Fund#-Dept ID."

The approval should be sent from authorized signer's email.

Please submit the documents to the UCORP Accounts Payable email:

ucorp_accounts_payable@csumb.edu

UCORP Procurement Card Reactivations or Limit Increases Due to COVID-19

- Most UCORP ProCards have been reduced to a one-dollar transaction limit until further notice.
- While your CSUMB ProCard may be on the exemption list for Stateside; your UCORP ProCard may not be on our exemption list.
- If you need to use a ProCard during this time, speak with your supervisor or department head to identify if there are any active ProCards within the department.
- If no departmental ProCard is available, and a purchase still needs to be made. Follow the normal steps to get a temporary limit increase for your ProCard.

ProCard Reactivations or Increases Due to Covid-19 continued

- If your UCORP ProCard has a recurring expense, please use the following steps to ensure the correct balance is available:
  - Submit a request describing the recurring expense, the amount and frequency that is paid with your ProCard to your Approving Official.
  - Forward the email with the Approving Official's consent to the Vice President of your College.
  - Once Vice President approval is obtained send to ProCard administrator, Cynthia Lynch <clynch@csumb.edu> for final determination.

Note:

The Vice President of your College needs to approve the reinstatement of your UCORP ProCard to cover the recurring expense(s).

ProCard Purchases Delivered to Off-Campus Addresses

- Normally, ProCard purchases should not be delivered to an off campus address.
- Purchases that need to be delivered to a private home address or another off-campus address must obtain prior written approval from the appropriate administrator.
- If any University Corporation equipment is needed for home use, you must submit an Asset Management Agreement Form to your department head.

This form is under the Procurement Heading at:
https://csumb.edu/corporation/corporation-forms

Travel Cancellations Due to Covid-19

- Current information is on the University Corporation webpage under:

  Important Information Regarding Travel Cancellations and Reimbursements due to COVID-19

- The Chancellor's Office has announced that all non-essential travel has been cancelled at least through July 31, 2020. Travel after that date has not yet been determined.

- UCORP cannot determine if travel is essential. If a trip or specific travel is considered essential by the department, the RAT must be submitted to the respective Dean and VP or Provost for determination and approval prior to sending the RAT to UCORP.

ONLY A VP OR PROVOST MAY DEEM TRAVEL AS ESSENTIAL

Travel Cancellations Due to Covid-19
continued…

- Travelers/departments should make every effort to claim a refund. Many airlines, hotels and car rental companies are refunding or crediting individuals who personally prepaid these transactions.
- Departments should collect and maintain documentation about the refund/credit request and outcome.
- Refunds granted in the form of a voucher/travel credit for later use should be tracked by the department and used at the earliest opportunity.

Travel Advances:

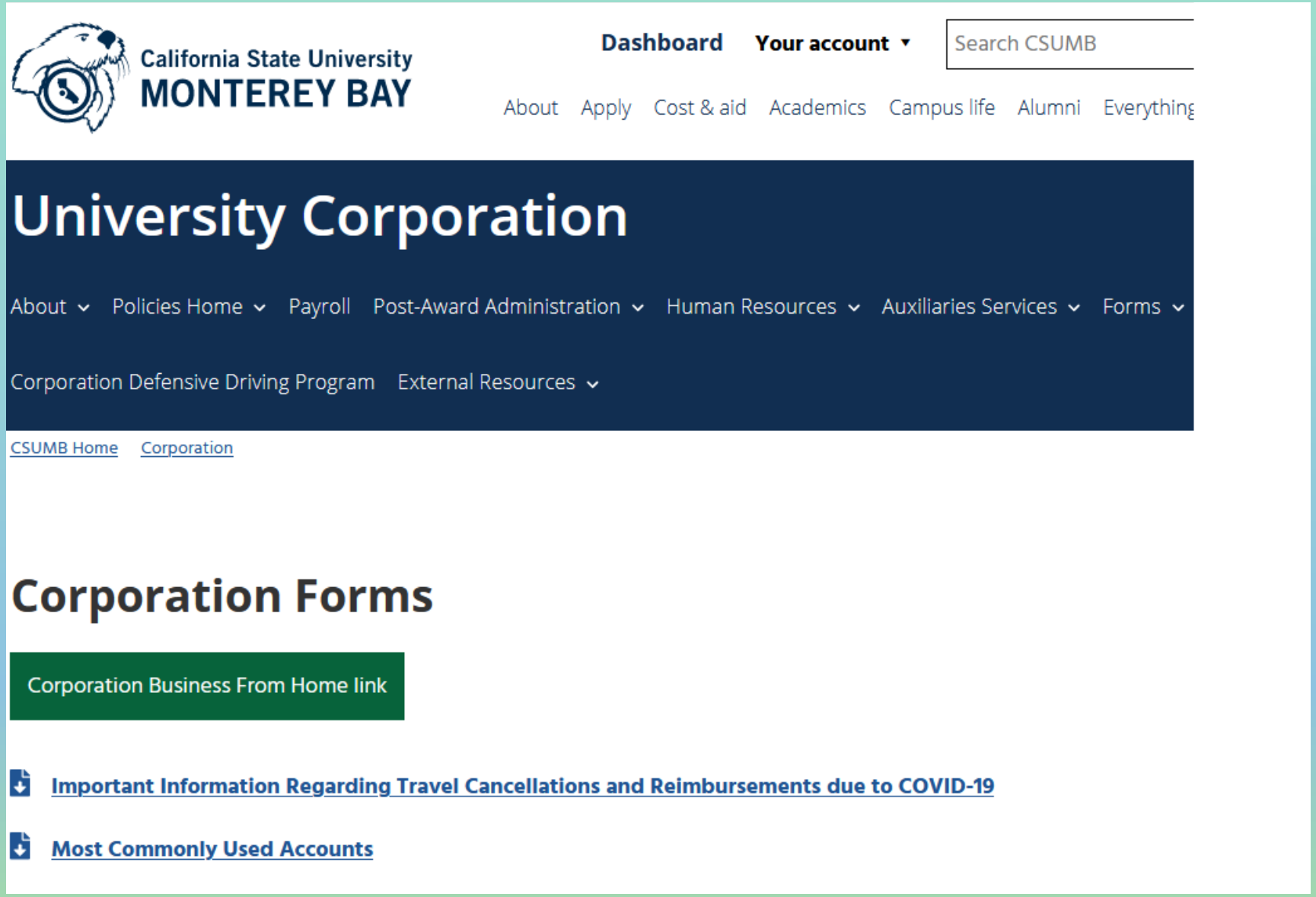
- Any unused funds from a Travel Advance related to cancelled travel, will need to be returned to University Corporation via the Cashier's Office. Please follow the normal process of submitting a TEC with all relevant documentation.

CSUMB Cashier's Office Location and Hours:

Mountain Hall C Tuesday & Thursday 1:30 pm to 4:30 pm

Accounts Payable

University Corporation Forms Webpage



https://csumb.edu/corporation/corporation-forms

Hospitality

Maximum rates for meals, light refreshments and alcoholic beverages for on-campus and off- campus meetings and events, including employee meetings.

Meal Type	Maximum per Meal Rates
Breakfast:	**$30**
Lunch:	**$40**
Dinner:	**$75**
Light Refreshments:	**$30**

- The above rates are inclusive of meals, sales tax, equipment fees, delivery and service fees.
  - The combination of light refreshments and a meal requires a one-up authorization.
  - Any invoice totaling over $1,000 requires a one-up authorization.
  - Any invoice totaling over $3,000 requires the VP or Provost authorization.

Find the complete Hospitality Policy on our webpage:
https://csumb.edu/corporation/corporation-forms

Restricted Travel

There is a "Travel Ban" (AB 1887) in effect. Should travel to any of the following states be required:

- Submit RAT with the Chancellors Office official exception that applies. (contact UCORP Accounts Payable for list)
- Allow additional processing time for approval of the RAT.

TRAVEL BAN STATES			
Alabama	Iowa	Kansas	Kentucky
Mississippi	North Carolina	Oklahoma	South Carolina
South Dakota	Tennessee	Texas	

https://oag.ca.gov/ab1887

Honorarium Document Flow

All pages of the Honorarium form and VDR should be completed and submitted prior to the event.

Scenario One:	Scenario Two:
No Travel reimbursed, participant issued a flat amount	Travel reimbursed to participant after event
Submit: ◆ Event announcement or flyer ◆ Copy of approved Honorarium Form ◆ Check Request ◆ Use account code 660819 for Honorarium Amount(Taxable/Reportable)	**Submit:** ◆ Event announcement or flyer ◆ Copy of approved Honorarium Form ◆ Check Request ◆ Use account code 660819 for Honorarium Amount(Taxable/Reportable) ◆ Use account code 606804 for reimbursable travel expenses and provide all receipts (Non-Taxable/Reportable)

Frequently Asked Questions & Reminders

- Invoices can only be posted into CFS for payment once all necessary support documentation is complete, approved by the authorizing official and submitted to Accounts Payable.
- Most invoices are subject to Net 30 payment terms. Net 30 is defined as payment for the invoice is due 30 days from the date on the invoice.
- Please ask the vendor, supplier or payee to complete all the sections on the Vendor Data Record, including both pages. The section regarding Federal and California State withholding status is often skipped, but must be completed as requested on the form.

Frequently Asked Questions & Reminders continued...

- When sales tax is not included on an invoice or a ProCard charge for tangible goods, Use Tax will be calculated and paid to the State of California based on the delivery address. This amount will be charged to the same chartstring as the original purchase.

- When you are making a purchase for resale, it is important that sales tax is collected and accounted for at the time of the sale of the item. Please contact Accounts Payable for assistance prior to purchasing items for resale.

Contracts, Purchasing & Procurement

What payment method is the best choice for my purchase?

Refer to our ***Payment Matrix:***

https://csumb.edu/corporation/corporation-forms

Contracts for Services

- When is a contract needed?

  Any time a contractor will be paid for services performed.
- When should a contract be started?

  As soon as you know one will be needed.
- Can the contractor request for contract language modifications?

  Yes, with Corporation approval
- Contract template with the revision date: 3-25-20

  Outdated contract templates will not be accepted.
- Independent Contractor changes effective January 1, 2020
  - Assembly Bill 5 “AB5”
  - Independent Contractor Questionnaire “IC Questionnaire”
- What is a fully executed agreement?
  - All parties have signed (Contractor, Dept, **AND** a Corporation Official)

Contracts for Services

- Contract Insurance Requirements
  - Proof of insurance is ALWAYS required
- What is proof of insurance?
  - Certificate of Insurance “COI” AND additional insured endorsement
- Why is it needed?
  - COI verifies the existence of the insurance policy
  - Additional insured Endorsement extends policy coverage to the Auxiliary and is the financial backing to the indemnification clause in the contracts
- Waiving insurance requirements
  - Risk Identification Form-completed by the Dept.
  - Hold Harmless Agreement-completed by the Contractor
  - No Guarantee, may be denied or rejected

Contracts for Services

- Is a PO needed?
  - Refer to the Payment Matrix to confirm a PO is needed
- In my perfect world, complete contract packet contains:
  - Contract template
  - Certificate of Insurance
  - Endorsement
  - VDR, if new vendor
  - Purchase Requisition, if needed

New Corporation Contracts webpage

https://csumb.edu/corporation/corporation-contracts

Webpage still a work in progress

Purchase Orders

- Purchase Requisitions cannot be processed until a completed UCORP VDR form has been filled out and turned in by the vendor.
- Purchase Requisition numbers are different from Purchase Order numbers. When a PR is converted to a PO, it is assigned a PO number.
- PO numbers should be listed on the invoice when it is submitted for payment after items have been received or services rendered.
- If you are purchasing goods, your items must be received by the Receiving department before the invoice can be paid.
- It is the department's responsibility to confirm that the goods have been received. If the goods bypass the Receiving Department, contact Ben Sanchez to complete the Receiving of the goods in CFS.

Corporation Procurement Card Reminders

- Procurement card reports and copies/scanned receipts are acceptable via email, and original receipts/original signatures are no longer required.
- Procurement card holders are to retain original receipts for 90 days after submission of procurement card reports to Accounts Payable. Original receipts are to be submitted upon Accounting's request.
- Procurement card reports should be emailed to Cyndi Lynch or sent to her at the University Corporation Building at Ryan Ranch. This is applicable after the return to normal business operations.

Post Award Accounting (Grants/Contracts)

Martin Medina

Post Award Year-End Calendar

May 1 Review of Open Commitments
Review budgets for subawards/subcontracts not yet executed
Review account codes for miscoded subaward/subcontract payment

May 30 SEFA through April 30 provided to Auditors

Jun 1 Request invoices from programs, estimates for subaward invoices
Send Year-End Closing email to PI's

Jun 7 Receive Auditor selections for June audit

Jun 15 Follow up on requests to programs for invoices/estimates
Begin Budget Rollforward process
Audit begins

Post Award Year-End Calendar

Jul 1 Begin accumulating accruals

Jul 15 Finalize accruals
Finalize Budget Roll forward Process

Jul 30 SEFA through June 30 to Auditors

Aug 7 Receive Auditor selections for August audit

Aug 17 Audit begins

Federal Single Audit Process

Once the auditors have selected their expenses for testing, they will request the following documentation:

Payroll Expenditure Review

1. **Employee Status Form (ESF)**

   Ensures timely submission so approvals occur before payroll is charged to grant.
   Review of position title to match sponsor approved budget.

2. **Time Card**

   Ensures time is entered correctly and approved by the appropriate person.

3. **Labor Distribution Report**

   Ensures any allocations listed on the ESF have been distributed properly.

4. **Pay Statement**

   Ensures amount charged to grant was paid to the employee.

5. **Effort Certification Form**

   Confirms effort worked on projects.

Federal Single Audit Process

Non-Payroll Expenditure Review

1. **Supporting documentation for expense**
   This includes the payment request, invoice, subaward invoice certifications, receipts, agreement/contract, purchase order, etc.

2. **Chartfield Request Form**
   Ensures each expenditure has been reviewed and approved by the appropriate signature authorities.

3. **Timeliness of Payment**
   Ensures sponsor funds are utilized in a timely manner.

4. **Participant Eligibility**
   Review of methodology, determination and selection of participants.

5. **Cost Share Review**
   Ensures Cost Share Verification worksheets are reviewed and approved on a semesterly basis.

Data Warehouse Reports

Tutorials will soon be shared and training will also be offered on how to run and read Data Warehouse reports.

End of Year Calendar

Schedule by Month	Responsible person or area
May 2020	
May 6, 2020 (Wednesday)	
Virtual Business Operations Forum	
May 26, 2020 (Tuesday)	
Begin review of all open purchase orders for disencumbrance, specifically non-grant and contract funded.	**Cynthia Lynch**
June 2020	
June 5, 2020 (Friday)	
Submit petty cash reimbursement requests to Accounting for FY 2019- 20	**Lorena Villalobos**
June 11, 2020 (Thursday)	
Departmental petty cash audits will be conducted.	**Lorena Villalobos**
June 12, 2020 (Friday)	
Submit all check requests for 2019-20 to Accounts Payable (TEC's, Personal Reimbursements & payments to suppliers).	**ucorp_accounts_payable@csumb.edu**
June 12, 2020 (Friday)	
Last day to submit purchase requisitions for 2019-20.	**Cynthia Lynch**

End of Year Calendar

Schedule by Month	Responsible person or area
June 2020 (cont.)	
June 19, 2020 (Friday)	
All transfers and/or corrections are due in Accounting for the previous 90 days. If they exceed 90 days, please contact Accounting.	corporationaccounting@csumb.edu
June 20, 2020 (Saturday)	
Pro-card billing cut-off date (regular cycle).	Cynthia Lynch
June 22, 2020 (Monday)	
Last A/P check run for the 2019-20 fiscal year.	ucorp_accounts_payable@csumb.edu
June 24, 2020 (Wednesday)	
Last day for invoices or chargebacks to CSUMB. Please email to Lorena Villalobos.	Lorena Villalobos
June 26, 2020 (Friday by 4:30 p.m.)	
Last day to submit deposits to the University Cashier (Mountain Hall) for guaranteed deposit in FY 2019-20. Refer to CSUMB schedule for window times.	Felicia Valdez/Christine Frederick
June 30, 2020 (Tuesday)	
End of payroll period.	David Stenerson
June 30, 2020 (Tuesday)	
Last day for deposits by remote capture. Please hand deliver to Ryan Ranch Office in order to be posted to FY 2019-20.	Cynthia Lynch

End of Year Calendar

Schedule by Month	Responsible person or area
July 2020	
July 1, 2020 (Wednesday)	
ASM upload of pro-card transactions for June 21-30.	Cynthia Lynch
July 2, 2020 (Thursday)	
Last day for timecard approvals in ADP (pay period 06/16/20- 06/30/20). For work prior to this pay period, send or scan approved timecards to Payroll.	David Stenerson
July 6, 2020 (Monday)	
Deadline for Pro-card chartfield assignments and reconciliation in CFS (June 20, 2020 regular cycle).	Cynthia Lynch
July 6, 2020 (Monday)	
Send scans of auxiliary invoices for activity through 06/30/20 to Scott Machado.	Scott Machado
July 8, 2020 (Wednesday)	
1st regular A/P check run for FY 2020-21	ucorp_accounts_payable@csumb.edu
July 8, 2020 (Wednesday)	
Last day to submit or notify A/P of items to be paid for goods or services provided prior to June 30, 2020, including Travel Expense Claims (automated accrual/vouchered in CFS)	ucorp_accounts_payable@csumb.edu
July 8, 2020 (Wednesday)	
Pro-card chartfield assignments and reconciliations are due in CFS for special cycle (June 20-30, 2020).	Cynthia Lynch
July 10, 2020 (Friday)	
Pro-card reconciliation packets for June 2020 due in A/P (regular cycle ending 6/19/19 and 6/20-30, 2020 special cycle).	Cynthia Lynch
July 13, 2020 (Monday)	
Last day to notify A/P of goods received, services provided or travel completed prior to June 30, 2020 (manual/journal entry accrual)	ucorp_accounts_payable@csumb.edu

University Corporation Contacts		E-mail	Extension
Kevin Saunders	Executive Director	kesaunders@csumb.edu	3321
Starr Lee	Associate Executive Director	stlee@csumb.edu	5027
Nancy S. Ayala	Governance & Compliance Manager	nayala@csumb.edu	3396
Sherry Baggett	Controller	sbaggett@csumb.edu	3395
Monica Rodriguez	Accounting Manager	morodriguez@csumb.edu	3555
William Cline	KAZU, Foundation Accounting	wcline@csumb.edu	5184
Scott Machado	Housing Ops, Accounts Receivable, Non-grant Fund setup	smachado@csumb.edu	4429
Lorena Villalobos	Asset Management, Cash Receipts, Related Entities	lvillalobos@csumb.edu	4434
Heather Wilks	Accounts Payable/Pro-card/Travel	hwilks@csumb.edu	4017
Therese Chambers	Accounts Payable/Pro-card/Travel	thchambers@csumb.edu	3125
Ruby Chiu	Accounts Payable/Pro-card/Travel	adiazinfante@csumb.edu	4162
Cyndi Lynch	Accounting Clerk (Pro-card recons/Chartfield Forms)	clynch@csumb.edu	4444
Martin Medina	Post Award Manager	marmedina@csumb.edu	3141
Linda Bosio	Grants Accountant	lbosio@csumb.edu	3108
Rose Marie Paras-Florita	Lead Grants Analyst	rparas-florita@csumb.edu	4236
Anna Diaz-Infante	Post Award Specialist	adiazinfante@csumb.edu	4647
Patty Madrigal	Post Award Specialist	anmadrigal@csumb.edu	3107
Gigi Kiama	Director of Human Resources	gkiama@csumb.edu	4301
Maddison Burton	Human Resources Manager	mburton@csumb.edu	4498
Ken Mooney	Sr. Human Resources Coordinator	kmooney@csumb.edu	4449
Ingrid Zarate	Human Resources Administrative Analyst	izarate@csumb.edu	4710
David Stenerson	Payroll Specialist	dstenerson@csumb.edu	4445
Suzanne Garcia	Payroll & HR Assistant	suzgarcia@csumb.edu	3405

Questions?

UNIVERSITY CORPORATION

CSU MONTEREY BAY

Research, Housing and Commercial Services