

**INVOICE PROCESSING PROCEDURES FOR UNIVERSITY/FOUNDATION**

In an effort to improve the efficiency of the invoices processed between the University and the Foundation, a new invoicing procedure has been developed. We hope this new procedure will efficiently process the invoices and significantly reduce the amount of time and cost involved with paying the invoices. Invoices will be processed and paid automatically within thirty (30) days of being received by the University and or Foundation's accounts payable departments. In order for the Foundation's invoice to be paid by the University it must include the University's PeopleSoft chart field string or purchase order number to be charged. In order for the University's invoice to be paid by the Foundation it must include the Foundation's valid project number and object code.

If the department being charged has a disagreement with the University and or Foundation, the department has thirty (30) days after the payment has been posted to the department's project to contact the department that initiated the charge to resolve the disagreement, see list of initiating departments for further contact information.

If the amount(s) in question is not resolved within forty-five (45) days after the payment was posted, the department may bring the matter to the attention of the Associate Vice President of Finance and Administrative Services for the University and the Chief Financial Officer for the Foundation, who will review and discuss the matter and together make a decision within sixty (60) days after the payment was posted to the department's project.

If the Associate Vice President of Finance and Administrative Services and the Chief Financial Officer of the Foundation cannot agree on the matter then the amount in question shall be resolved by the Vice President of Administrative Affairs for the University who shall decide the matter within seventy-five (75) days after the payment was posted and whose decision shall be final.

Following is a list of department contacts:

<b>FOUNDATION DEPARTMENT LIST</b>		
<b>Department</b>	<b>Contact Name</b>	<b>Extension</b>
Bronco Bookstore	Account Specialist	4693
CTTi Books	Account Specialist	4693
Kellogg West	Account Specialist	2278
Los Olivos	Account Specialist	4273
Campus Center Marketplace	Account Specialist	3187
Foundation Housing	Assistant Dir. Housing Operation	4158
Foundation Accounts Receivable Dept.	Account Specialist	4807
Foundation Accounts Payable Dept.	Account Specialist	2907

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## INVOICE PROCESSING PROCEDURES FOR UNIVERSITY/FOUNDATION

UNIVERSITY DEPARTMENT LIST		
Department	Contact Name	Extension
Facilities Management:		
Utilities	Accountant	3031
Work Orders/Vehicles	Admin Analyst	3037
Procurement & Support Services:		
Mail /Postage	Coordinator	3349
Graphics & Bronco Copy n Mail	Acct Technician	6843
Instructional & Informational Technology:		
Support Equip/Media Distribution	Admin Coordinator	6301
Media Vision	Media Svcs. Coordinator	6312
Telephones	Telecom Svcs Analyst	6343
Lease of Facilities	Licensing Fac. Coordinator	3387
Public Safety	Admin Support Coordinator	3068
University Accounts Receivable	Fin. Rep Specialist	2024

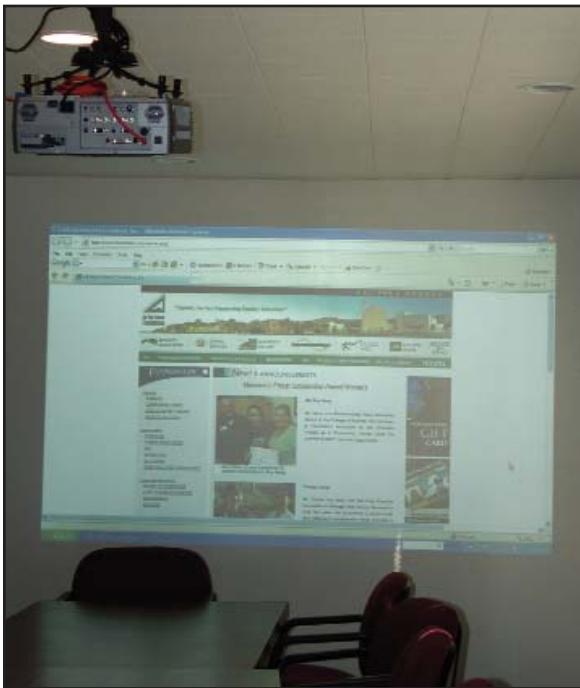
## Bi-tech 7i Implementation Update February 2009

The financial managers continue to work on the CDD report development. We created the CDD version for the detailed trial balance and single project income statement with excel conversion capability. Other reports in development are consolidated (multiple projects) Statements of Activities, and the UET endowment report. We plan to include drill downs capabilities for these reports as well.

During the week of February 9th, we started to build the fundamental web-based dashboard design with tabs representing each group of users (i.e. Campus Programs/Scholarships, Enterprises/AGR/Continuing ED, Grants and Contracts, University Educational Trust, and Administration). We discussed the creation of a web form to request a new project and to request access to the dashboard through workflow or through a manual paper request. More updates will follow in the future issues of Financial Facts Newsletter.

## Executive Conference Room Computerization

It has been nearly three months since the remodel began on the executive conference room. We are happy to announce the newly remodeled room is ready for use and will provide both an efficient state-of-the-art presentation space and high-tech training room. Some of the exciting new features include:



1. A brand new ceiling-mounted wireless high-definition projector with the ability to allow cable-free laptop presentations, USB thumb drive presentations, and a full Gigabyte network connection for live video training and/or conferencing (either local or remote).
2. Power and network jacks to allow up to 14 simultaneous student training stations.
3. A dedicated workstation for teacher/presenter needs.
4. Three separate phone lines with one dedicated to teleconferencing.
5. A new whiteboard/projector screen for planning, presenting and teaching (to be installed soon).



In addition to improved energy efficiency, the new room has separate climate control and lighting as well as floor-to-ceiling blinds covering the windows facing the courtyard. Please come by and see the new room when you have a chance.

## Change In Foundation Travel Policy



To maintain consistency with CSU Policy Governing Travel, the Foundation will be decreasing the maximum mileage reimbursement. Standard maximum mileage reimbursement rate is decreased to 55 cents per mile from 58.5 cents per mile, effective January 1, 2009. Grants with specific reimbursement restrictions continue to take precedence over Foundation policy.

You will be notified in the future if other changes in the Foundation travel policy are required as a result of the CSU policy changes.

If you have any questions regarding this rate change, please contact Anna Raynor at 2904.