



Financial Affairs Collaboration Team (FACT)

May 8, 2024

10AM-11AM

<https://csusb.zoom.us/j/86107502025>

Minutes

University Police Department

- No Updates.

Parking Services

- No Updates.

Facilities/Risk Management

- No Updates.

Accounting Updates

- Michelle Bulaon
 - Reminded everyone to check year-end deadlines.

Accounts Payable, Travel & Procurement Updates

- Amber Schneck
 - Informed that year-end deadlines for invoices on State side are due on May 17th.
 - The deadline for auxiliary invoices is the first week of June.
- Manorama Sinha
 - Year-end deadline for travel requests is June 6th and reminded everyone to submit all travel requests.
 - Those who have completed their trips were urged to submit their expense reports as soon as possible, as the deadline for expense reports are also due on June 6th.
- Jay Wood
 - Informed that the conversion of existing P. cards, Philanthropic card, and UEC card accounts to the new corporate card has been finalized; all other old accounts have been officially closed.



- Informed those who have an old P. card to contact corporatecard@csusb.edu to switch to the new corporate card and receive training.
- Informed that Chartwells will now accept corporate cards for catering services.
- Stated that to streamline the process, all associated documents that were typically attached to Chartwells invoices should now be attached to reconciliations in Concur, making the payment process easier for Chartwells.
- Informed that corporate card's transaction limit of \$1,000 has been increased to \$1,500.
 - Tiers within the corporate card credit allowance will be introduced soon; further details on these changes will be communicated soon.
- Stated that they are almost done creating procedures for faculty moving and relocation; are currently in the final stages of drafting them and hope to have them out soon.

Budget Updates

- No Updates

ITS Updates

- Gabby Guzman
 - Reminded everyone to verify department charges on their telephone bills.

Student Financial Services Updates

- No updates.

Support Services Updates

- Brandon Hernandez
 - Informed that the deadline for postal and printing services jobs is May 31st.

Questions

- Michelle Fuller asked if the corporate card statements will be reviewed and paid out to reflect in the current fiscal year.
 - Jay Wood confirmed that efforts are being made to process all statements, with acknowledgment that there may be travel-related costs not yet incurred, which will go through an accrual process.



- Janet Miller asked for clarification on the deadline for Office Depot and Staples on the year-end deadlines for the UEC side.
 - Amber Schneck stated that it would still follow the June 6th deadline for all invoices.
- Antonio Guijarro-Ledezma asked about the expense type dropdown list in Concur for corporate card reconciliation and if it was possible to include the six-digit account numbers in a dropdown option. This concern comes from team members that might be selecting incorrect account numbers, leading to budgeting issues for specific expenses.
 - Jay Wood explained that the lack of the six-digit account numbers from the dropdown list was intentional to encourage users to select the actual item instead of relying on codes.
 - He mentioned that a parent type list was created to be clear on which code corresponds to which dropdown option; offered to share this list with everyone in the meeting.
- Des'ree Valenzuela wanted clarification on the availability of corporate card charging for Chartwells.
 - Jay confirmed that Chartwells has been accepting corporate cards for a couple of weeks.