Agenda

- AVP Update
- Procurement Pathways Update
- OfficeMax Services
- SJSU Miscellaneous Trust Fund
- Bursar’s Office Update
AVP Update Fall 2012

• Goals and Objectives
• Business Process Improvements
  – FTS Enhancement
  – On-Line Forms
  – PO to Pay
• Efficiencies
**Goals and Objectives SJSU Vision 2017**

**SPARTAN PRIDE**
- Support campus efforts
- Meet Campus needs while following policy.
- Encourage and recognize
- Participate

**UNBOUNDED LEARNING**
- Evaluate the use of student employee internships
- be flexible with our processes
- supports the need for continued professional development
- Collaborate

**HELPING AND CARING**
- Offer solutions and options,
- Evaluate Business Process
- Create seamless administrative processes for students
- Improve Finance website

**AGILITY THROUGH TECHNOLOGY**
- Enhance campus user self-service
- Create online training resources
- Evaluate Student Self-Services

**21st CENTURY SPACES**
- Maintain professional office spaces
Business Process Improvements

FTS Enhancements
• Coming Soon
  – Activity History
    • *Users will be able to see the activity history*
      
      | Activity History  |
      |-------------------|
      | Shauna Rios       |
      | Date: 09/17/2012 Action: Submitted |
      | Shauna Rios       |
      | Date: 09/17/2012 Action: Verify   |
      | Josee Larocheille |
      | Date: 09/17/2012 Action: Approve  |
      | the wrong home dept ID was selected. I changed it to the correct one - 1174. |
  – Travel Reimbursements fields open for modification
  – Updating the programming language to be more current and supportable
  – Updating the security to be more flexible
    • *For example, allowing users to have differing roles (requester or approval) for departments*
Business Process Improvements

FTS Enhancements

• Recent
  – Travel: Requesters on email notifications, and reviewer/approver comments
Business Process Improvements

On-Line Forms Development
– developing an on-line form that includes workflow for approvers and automated email communication
  • Change Order Form
  • e-Market Application

PO to Pay
Efficiencies

Coming Next
– IT Voice and Data Services
– Self Service UPS
– Video Tutorials for ProCard/GoCard Reconciliation and Travel

Just Announced
- Expand the use of ProCard and other Procurement Pathways
- Office Max Impress for Printing
- Student Services
  - Bookstore purchases charged to Campus Student Accounts
  - On-line International Student Fee payment
Efficiencies

Completed

- May 2012 Elimination of Spreadsheet Budgeting
- January 2012 FD&O Fee for Service Policy
- January 2012 Events no longer charged for Risk Management
- January 2012 HR recruitment advertising - no charge
- January 2012 GoCard
PROCUREMENT PATHWAYS UPDATE
Shauna Rios
**Procurement Pathways - Then**

<table>
<thead>
<tr>
<th>The Pathways</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Campus Copier Program</td>
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<tr>
<td>• Direct Payment</td>
</tr>
<tr>
<td>• Employee/Student Reimbursement</td>
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<tr>
<td>• Furniture/Equipment Re-Use Program</td>
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<tr>
<td>• GoCard</td>
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<tr>
<td>• Office Supplies</td>
</tr>
<tr>
<td>• Petty Cash</td>
</tr>
<tr>
<td>• Printing</td>
</tr>
<tr>
<td>• ProCard</td>
</tr>
<tr>
<td>• RapidReq</td>
</tr>
<tr>
<td>• Registration Payment Request</td>
</tr>
<tr>
<td>• Travel Reimbursement</td>
</tr>
<tr>
<td>• Requisition</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The Lists</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Standard Exclusions</td>
</tr>
<tr>
<td>• ProCard Prohibited Items</td>
</tr>
<tr>
<td>• Direct Payment Checklist</td>
</tr>
<tr>
<td>• Petty Cash Prohibited Items</td>
</tr>
<tr>
<td>• Employee/Student Reimbursement Checklist</td>
</tr>
</tbody>
</table>
### What’s Changed?

#### ProCard
- Advertising
- Computer Monitors
- **Equipment** (includes computers)
- Gifts
- Software
- Wireless Devices/Cell Phones

#### Direct Payment
- Illustrators
- Writers
### What’s Changed?

**Pathways**

- **Core Services/Programs**
  - Campus Copier Program
  - Furniture/Equipment ReUse Program
- **Removed**
  - Registration Payment Request
  - RapidReq
  - Printing
- **Office Supplies = OfficeMax**

**The Lists**

- **Standard Exclusions**
  - Add – Cash Advances
  - Remove – Firearms and ammunition
- **Removed**
  - ProCard Prohibited Items
  - Petty Cash Prohibited Items
  - Employee/Student Reimbursement Checklist
Procurement Pathways - Now

The Pathways

• ProCard (preferred method)
• Direct Payment
• Employee/Student Reimbursement
• GoCard
• Petty Cash
• Requisition
• OfficeMax

The Lists

• Standard Exclusions
• Direct Payment Checklist
Presentation of Information

New **Procurement Pathways** webpage
- Positive approach
  - What you can do vs. what you can’t do
- Buttons linking to detailed pathway information

New **Standard Exclusions** webpage
- Table format
- Easy to read
- Links to additional information/policy governing restrictions/limits
OFFICEMAX SERVICES
Amy Chan
Service Enhancements

– Auto-substitution of office products
– New! OfficeMax ImPress for printing services
CSU has determined substantial savings, systemwide, can be achieved through OfficeMax as the systemwide office supply vendor.

- Effective October 1, 2012
- About 1,700 office products will be substituted for a lower price, appropriate and equivalent item
- Substitution will contain products that have recycled content or are environmentally friendly
- Implementation will not affect the use of website or ordering process

Auto-substitution of products is not new
Auto-Substitution

• The goal is to bring cost savings to campuses
• CSU will continually review program to ensure the needs of campuses are being met
Auto-Substitution Process

For Example: The Papermate Dozen N464001 pencil will auto sub to the Bic 12 pack N4MPF11.

<table>
<thead>
<tr>
<th>Qty</th>
<th>UOM</th>
<th>Product Code</th>
<th>Description</th>
<th>Delivery*</th>
<th>Your Subtotal Price</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>DZ</td>
<td>N4MPF11</td>
<td>Requested Product Code: N464001</td>
<td>1 Next Day</td>
<td>$6.78 $6.78</td>
<td></td>
</tr>
</tbody>
</table>

Bic - Bicmatic Grip® Mechanical Pencils - Without Grips - Black, Black, 0.5mm MECHANICAL PENCIL FINE 12PK

The Papermate N464001 is $22.00 a dozen, the Bic Auto-Sub N4MPF11 is $6.78 per dozen. The savings by purchasing the Auto-Sub is 69%. (This is an example only.)
Introducing

- SJSU’s new preferred vendor for printing services
- Provides quality products and services
- Discounts regularly received for office supplies extends to print orders
Products & Services

They can fulfill
- Forms
- Posters
- Postcards
- Newsletters
- Flyers
- Brochures and pamphlets
- Binding
- Lamination
- Collating & assembly
- …and more!

They are unable to provide
- SJSU logo business stationary
  - Use preferred vendor Sierra Office Supply & Printing
- Promotional items (t-shirts, pens, mugs, and etc.)
  - Submit a Requisition in FTS
• Utilizes same OfficeMax website for office supplies
• Pricing available immediately when you order
• Pay with ProCard
• Turnaround time on most projects 24 - 72 hours
• Can maintain a document file library for one department or more
  – Requires Administrative access
• Need assistance with an order?
  – Bob Hostetler, ImPress Representative
Printing Portal

Manage Orders

Hello, Amy Chan.

Order Updates

Message Board

Subject: CSU Item Substitutions
From: S San Jose State University
Date: 9/4/2012

The CSU has initiated a CSU-wide program whereby named brand or more expensive products will be substituted function. For more information please go to: www.calstate.edu/csp/OfficeMax

Other Messages:

Subject: Using the Message Board
Date: 9/12/2012

Subject: Substitutions
Date: 9/12/2012
### Step 1 Add Documents

**Preferred applications and file types include:**
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Publisher
- Microsoft Visio
- Adobe Acrobat PDF
- Adobe InDesign
- TIFF, GIF, JPG, PNG
- Corel Word Perfect
- Rich Text Format
- Zip Files

**Click the "Browse" buttons to select up to six files**

<table>
<thead>
<tr>
<th>File Name</th>
<th>Description</th>
<th>Save Files to File Cabinet</th>
</tr>
</thead>
<tbody>
<tr>
<td>C:\Documents and ...</td>
<td>Browse...</td>
<td>----- Don't Save to File Cabinet -----</td>
</tr>
<tr>
<td>Browse...</td>
<td></td>
<td></td>
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<tr>
<td>Browse...</td>
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<tr>
<td>Browse...</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CONTACT US:** ImPressSupport@OfficeMax.com | Tel: (800) 817-8138 | Legal | Privacy
Step 1: Add Documents  Step 2: Print Options  Step 3: Delivery Options  Step 4: Review & Complete

Order Name: Test Document

Order Value: $2.28

Select the options below to provide the details of how the document should be printed, bound, and/or finished.

Online Preview: Please proof your document before printing

File Information:
- Name: IMG_0947.jpg
- Original Size: Custom
- Pages: 1
- Final Size: Custom (13.6 x 18.1)

Printing & Binding:
- Format: Color Oversize - Single Sided
- Paper: Matte Oversize
- Front Cover: None
- Back Cover: None
- Paper Color: White
- Front Cover Color: None Available
- Back Cover Color: None Available

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SAN JOSE STATE UNIVERSITY
Log in as Amy Chan

Review and Place Order

Step 1 Add Documents  Step 2 Print Options  Step 3 Delivery Options  Step 4 Review & Complete

Summary Receipt:  Order Total:

Items Subtotal: $0.72
Shipping and Handling: $0.00
Total: $0.72

Special Order Instructions:

Confirm your order details by viewing the summary receipt. Specify payment information and click the "Place Order" button.

Payment Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Enter Order Information</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>PONumber</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Card Type</td>
<td>Select Credit Card Type</td>
<td></td>
</tr>
<tr>
<td>Expiration Date</td>
<td>01/2012</td>
<td></td>
</tr>
<tr>
<td>Card Number</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CANCEL ORDER

Contact us: ImPressSupport@OfficeMax.com | Tel: (800) 817-8138 | Legal | Privacy
How to Get Started

• Overview sessions have been scheduled for October and will be presented by ImPress Representative

• Register in MYSJSU
  – OfficeMax ImPress Overview (Course Number-FIN011)

• Attendees will be granted access to the ImPress Printing portal of OfficeMax website after completion of course
For revenues and expenses associated with infrequent and small-scale activities, such as:

- Convocation celebrations where tickets are sold to friends and family
- Revenues associated with the sale of educational materials or services to non-SJSU parties
  - Must be directly associated with an academic program or a faculty member’s area of specialization
Example #1 – Scholarly Newsletter

• Nutrition & Food Science Department produces a periodical newsletter regarding healthy food choices and charges a small fee for a subscription.
• Cost of duplication/printing/graphic design, and possibly staff time related to producing the newsletter are charged to fund 65183.
• Subscription fees are deposited to fund 65183.
Example #2: Music Recordings

- Music department makes sound recordings on SJSU’s historical instruments and makes them available via download for a small fee (advances knowledge).
- Cost of recording the music is charged to fund 65183
- Download fees (revenues) are deposited to fund 65183
Limitations

Revenues should not exceed $5,000 per year
- Contact University Budget Office if you have special requirements

Expenditures associated with the revenues MUST be charged to the fund
- Example: Convocation catering costs attributed to friends and family (SPLIT THE REQ.)
- Example: Cost of printing/duplicating newsletter
- DO NOT LEAVE COSTS ON THE CSU OP FUND

What’s Up? Fall 2012 Presentation
RULES

• No Profiteering! Revenues should only cover identifiable costs. “Discretionary funds” should not be the result!
• Do not compete with local service providers – partner with them!
• No conferences: Go through Research Foundation
• No student fees: Must go through Campus Fee Advisory Committee process
WIIFM?

- Allows departments to do things they may not afford with University support, but are still valuable to our educational mission
- Can partially relieve the CSU Op Fund of expenses, freeing up some monies there
Year-End Balances

- Fund balances will roll forward to the department automatically – even negative ones!
- The University Budget Office will review all cases where a department’s revenues exceed $5,000 in a year to determine whether use of the SJSU Miscellaneous Trust is appropriate.
- Funds in deficit will also be reviewed and a workout plan developed with the department.
Questions?

Contact your University Budget Analyst:

– Pearl Bethel: Academic Affairs
– Debbie Dills-Thompson: Student Affairs, Athletics, University Advancement
– Linh Ong: President’s Office, Admin & Finance
BURSAR’S OFFICE

Meg Deiss
NEW for Fall 2012

- Partnership with Spartan Bookstore
- International Wire Transfers
Partnership with Spartan Bookstore

Why partner with Spartan Bookstore?

• Students can charge up to $900 per semester for books and supplies.
• Must be registered for at least one unit.
• Must be degree seeking and matriculated.
• Open U, transitory, and summer Early Start students not eligible.
• Students must sign a release form with each purchase to authorize charges to their student account.
• Students can use this option to reserve online, but must pick-up books and supplies in person.
• Student ID (Tower Card) required at the time of purchase.
• Students can rent books as well, however a credit card will be needed to secure books.
• Charges and refunds are applied to the student’s account.
• Payment due date for Fall 2012, October 16.
Why international wire transfer?

- University partnered with peerTransfer to offer international wire transfer as a method of payment.
- Service is free to student and university.
- Better exchange rates for students than if they wire funds themselves.
- Payment is tracked for both the student and school throughout the process.
• Students are notified once payment has been received by SJSU.
• peerTransfer offers an excellent exchange rate.
• Allows students to pay in their home currency (in most cases).
• There is live chat, Skype, phone and e-mail support for students and available in multiple languages.
• https://www.peertransfer.com/school/sjsu/