Welcome to What’s Up!
1. Welcome and Introductions – Marna Genes

2. Bursar Office Updates – Meg Deiss
   • Recard

3. Website – Shauna

4. Technology Updates
   • Payment Works – Shauna
   • FTS Enhancements – Shauna
   • TRIA – Sara

5. Purchase to Pay – Kathleen

6. Did you Know? Sara & Kim

7. Helpful tips
   a. Contracting Out – Barb
   b. Revenue Generating Agreements – Barb
   c. E-invoice vs. Requisition - Kim
   d. Enterprise – Preferred Rental Provider -Kim

8. Driving on University Business - Marla
Welcome & SAVP Announcements

Marna Genes, Sr. Associate Vice President-Finance
Paperless ProCard, GoCard, and Non-employee Travel

No Audit Findings

Distributed $128M in Financial Aid

Collected $300M in Student Fees

$200M Comp Pool

4,400

42,000

2 million!
Multi-year initiative to achieve savings and efficiencies through good purchasing and contracting practices

SJSU beat its goal last year and has already met this year’s goal!
Bursar’s Office Updates

Meg Deiss, University Bursar
• Rollout during the spring semester.
• Staff and faculty will be contacted prior to printing cards to determine if they need to submit a new picture.
• Cards will be issued only to staff and faculty who do not currently have a proximity card.
• There will be a designated point person in each department to distribute the cards.
Website Update

Shauna Rios, Associate Director for Finance Support and Innovation
• Descriptive information which follows the steps within a process
• Easier to identify content relevant to your inquiry
• Stand alone PDFs vs. Web page content
• January 2020 – Planned Go Live
  • Redirect sjsu.edu/finance site to new content
• Gradual phase out of old website with goal to retire by June 30, 2020
Technology Updates

PaymentWorks
FTS Enhancements
Why are we doing this?

• Streamline the supplier onboarding process
  • Transfer responsibility from Campus to Suppliers
    • Self service of supplier profile
    • Review payment information and invoice status

• Improve campus reporting capability

• Improve security
  • Level 1 data protected
  • Increased fraud protection
    • Banking validation for US banks
    • Tax ID validations @ IRS website
  • Data validation
Payment fraud on the rise

82% of organizations hit by attempted or actual payments fraud in 2018\(^1\).

64% of attempted or actual payments fraud attacks resulted from actions of an individual outside the organization.

58% of companies reported that payments fraud originated from Business email compromise.

22% of companies experienced fraud perpetrated by third parties or outsourcers, such as a vendor.

21% of companies reported attempted/actual account takeover fraud, which includes malware and other methods.

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\(^1\) According to the 2019 AFP Payments Fraud and Control Survey Report underwritten by J.P. Morgan, as presented to the CSU by Wells Fargo Bank.
How will this benefit me?

• No more Vendor 204 form collection!
• Reduction in onboarding time – quicker ability to complete requests
• Streamlined process
  • Same process for requisition and direct payment
Requisition

Header Information

* Denotes a required field

Status: Open

Req No.: New

Date: 10/18/2019

ATI Type: E&IT Single User

Header Comments:

Contact Information

* Requester

* Phone

Shipping Information

* Ship to

048-RCVNG

048-RCVNG

* Desired Due Date

11/1/2019

Supplier Information

* Name

0000012333

New Vendor

Select New Vendor
<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Onboard Start</th>
<th>Updated</th>
<th>Invitation</th>
<th>Vendor Account</th>
<th>New Vendor Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Titus's Dog House</td>
<td>03/22/2019</td>
<td>10/14/2019</td>
<td>Clicked</td>
<td>Email Validated</td>
<td>Complete Vendor #: 9007345</td>
</tr>
<tr>
<td>Diversity Test 1</td>
<td>10/11/2019</td>
<td>10/11/2019</td>
<td>Clicked</td>
<td>Email Validated</td>
<td>Not Started</td>
</tr>
<tr>
<td>Heritage Flag Company</td>
<td>10/08/2019</td>
<td>10/08/2019</td>
<td>Clicked</td>
<td>Email Validated</td>
<td>In Progress</td>
</tr>
<tr>
<td>Quick Test</td>
<td>05/30/2019</td>
<td>09/17/2019</td>
<td>Clicked</td>
<td>Email Validated</td>
<td>Not Started</td>
</tr>
<tr>
<td>Finding Nemo</td>
<td>09/11/2019</td>
<td>09/12/2019</td>
<td>Clicked</td>
<td>Email Validated</td>
<td>Complete Vendor #: 87654</td>
</tr>
<tr>
<td>Dolphins are Cool</td>
<td>03/11/2019</td>
<td>05/12/2019</td>
<td>Clicked</td>
<td>Email Validated</td>
<td>Complete Vendor #: 4858695</td>
</tr>
<tr>
<td>invitation Approval Process</td>
<td>06/05/2019</td>
<td>06/12/2019</td>
<td>Clicked</td>
<td>Email Validated</td>
<td>Not Started</td>
</tr>
<tr>
<td>Testing Tax Role</td>
<td>06/08/2019</td>
<td>08/08/2019</td>
<td>Pending Approval</td>
<td>No Account</td>
<td>Not Started</td>
</tr>
<tr>
<td>New Vendor</td>
<td>06/08/2019</td>
<td>08/08/2019</td>
<td>Pending Approval</td>
<td>No Account</td>
<td>Not Started</td>
</tr>
<tr>
<td>BOOYAH!Website</td>
<td>03/19/2019</td>
<td>08/09/2019</td>
<td>Clicked</td>
<td>Email Validated</td>
<td>Complete Vendor #: 4658695</td>
</tr>
</tbody>
</table>
• Final testing phase – happening now!
• Onboard existing suppliers – November
• New experience in FTS – November/December
• Supporting PaymentWorks project
  • Remove supplier address
  • Inactive suppliers
• Approving Official selection dropdown
  • Requisition
  • Direct Payment
TRIA

Sara Bonakdar, Associate Director, Contracts & Purchasing Services
C&PS - IT Collaboration

1. C&PS notifies requestors to complete TRIA before submitting Requisition Order in FTS
   URL: https://docs.google.com/forms/d/e/1FAIpQLSfevJ09itKb7WWSaB-jGJrwhWgh9M5He5clEds_6bAdp59bdA/viewform
2. C&PS enters WR # in TRIA Response Sheet
   URL: https://docs.google.com/spreadsheets/d/1BHV8qBrYsWb2NfUDZY8rJ1y9zY_yvVoVKRO3dnxhM/edit#gid=1660448670
3. IT reviews and provides comments to C&PS
4. C&PS leads communication between requestor, vendor and IT.
5. Please send related emails to the mailbox: vpat-review@sjsu.edu as much as possible.
   Sample Subject Title: WRXXXXXXXX <Keywords>
6. IT sends the risk assessment/recommendation to C&PS before C&PS final review
Process improvements in order to prioritize and streamline requests that are review-ready. Those types of requests are:

- TRIA submissions that include VPAT submission to IT team.
- Requisitions that have a completed TRIA and VPAT and/or data security documents from the requested supplier.
In order to ensure timely completion and prioritization of your requests, please take the following steps:

- Submit your requisition within 7 business days of TRIA submission.
- Submit the VPAT or security documents within 7 business days of TRIA submission.

If requisition and TRIA submissions are lacking these steps, requisitions may be cancelled.
Purchase to Pay

Kathleen Prunty, Associate Vice President, Business Services
“The purchase-to-pay system begins with requisitioning, proceeds to procurement, and ends with payment. Requisitioning is the process of formally requesting a service, item, or product with a purchase request form. Procurement happens when the goods or services are received. The system ends when payment is made.”

Source: Investopedia
PURCHASE TO PAY (P2P)

CLIENT

SUPPLIER

PURCHASING

ACCOUNTS PAYABLE

CLIENT RECEIVING

Invoice

RECEIVED
Did you know that there is a difference between the approval of financial expenditures (approving officials) and authority to *sign* purchase orders, contracts, agreements?

Contractual delegation of authority is limited to administrators who have been duly delegated *in writing* by the Campus President or designee.
You have the budget available for a luxury vehicle rental. Can your boss approve a Ferrari rental?

A. Approval of the financial expenditure
B. Authority to override CSU policy
C. Authority to sign the rental contract
### Governance: Fiscal vs. Contractual

<table>
<thead>
<tr>
<th>Delegation of Authority – Fiscal</th>
<th>Delegation of Authority - Contractual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating funds</td>
<td>Ability to sign contracts – based on your delegation of authority memo</td>
</tr>
<tr>
<td>Trust Agreements</td>
<td>Each DOA must contain: Dollar limits, Procurement Types and Executive Order</td>
</tr>
<tr>
<td>Donor Funds</td>
<td></td>
</tr>
</tbody>
</table>
Delegation to the Campus Presidents; ICSUAM 5102.00

Policy Objective
To ensure the efficient and thoughtful transfer of any authority for contracting and procurement activities.

Policy Statement
Campus presidents have received delegated authority from the Chancellor to purchase, sell, lease, or license personal property and services in accordance with Trustee policy and law. Additionally, campus presidents have the authority to lease real property in accordance with Trustee policy and law. Presidents are responsible for the preparation of campus internal policies and procedures consistent with these policies. Should campus presidents choose to further delegate their purchasing authority, campuses must maintain documentation of such delegation.

The delegated authority is subject to the condition that certain of these transactions be submitted to the Office of the Chancellor for review and approval. These transactions are:

1. Any transaction which exceeds $250,000 and is awarded without the taking of competitive bids (sole source). This condition does not apply to sole brand acquisitions which are acquired under competitive procedures nor to contracts pursuant to systemwide contracting activities, such as CSU Master Enabling Agreements, and following individual contract instructions issued by the Office of the Chancellor;
2. Transactions which contain systemwide or multi-campus obligations, liabilities or encumbrances (requests for delegation shall be considered);
3. Transactions which contain provisions for the tax-exempt financing of equipment or services;
4. Contracts to obtain legal services to be performed by outside (non-CSU) counsel;
5. Lease agreements for real property where the commitments of the Trustees, or property leased, is to be used to support the issuance of bonds, certificates of participation or notes, or where there is a transfer of interest by installment sale or other form of security;
6. Lease agreements for real property with a term of twenty or more years or with options that result in a potential term of twenty or more years;
7. Lease agreements for real property with any annual lease payment equal to or greater than $1,000,000;
8. Lease agreements for real property that permit the development of real property of the CSU pursuant to policies of the Trustees on public/private or public/public development.

Transactions or requests related to the preceding conditions must be submitted with all related documentation and an explanation of the transaction to the Office of the Chancellor to coordinate program & legal reviews.

Office of the Executive Vice Chancellor
Business and Finance
Approved: September 12, 2012
Delegation of Authority for the Approval of Financial Expenditures Guidelines

The purpose of this guideline is to ensure financial responsibility and accountability for expenditures made on behalf of San José State University.

The delegation of authority for approval of financial expenditures is limited to Approving Officials. Approval Officials are defined as management level staff consisting of MPP level employees and department chairs.

Exceptions may be granted with written approval by the Provost for the Academic Affairs Division; however, no exceptions to the delegation of authority will be made for approving Direct Pay purchases or ProCard/GoCard Adjustment Reports. All other exceptions must be approved by the Vice President for Administration and Finance.

Financial expenditures must be approved in accordance with CSU and SJSU policies and procedures.

Refer to Delegation of Authority for the Approval of Financial Expenditures (PDF) for complete guidelines to approving financial expenditures.
CSU Policy Library

California State University policies establish oversight, guidelines and procedures for nearly every aspect of the 23 campuses and the Office of the Chancellor.

Click the button below to search all CSU policies by title, number or area.

Find a Policy

New & Revised Policies

- Business and Finance: Construction Management for Public Works Contracts; SUAM Section XII
- Business and Finance: Administration of Student Organization Funds; ICSUAM 3141.01
- Business and Finance: Capital Outlay and Public Works Contracts; SUAM Section I
- Business and Finance: California State University Sustainability Policy
- Academic and Student Affairs: 2019-20 Academic and Course Reporting Schedule; ASA-2019-09
Contracting Out & Revenue Agreements

Barb Keltner, Contract Analyst Lead
If you are requesting a contract for services that could be performed by our employees, University Personnel should be consulted.

For example, temporary staffing services.
What is a revenue generating contract?

- When the University is receiving funds for a specified scope of work, associated fees or services from another entity or institution.

What steps do I need to take?

- Start with Contracts & Purchasing Services – We will help guide you through the steps!
- Coordination needs to occur with: Contracts & Purchasing Services, Budget & Financial Management, Accounting Services and the Bursar’s Office. Each area services a role throughout the life of the contract.
- Revenue generating contracts require an established chart-string for check deposits.
E-Invoice vs. Requisition & Enterprise

Kim Gamblin, Associate Director, Accounts Payable
How do you get an invoice paid?

E-Invoice vs Requisition upload
There are several methods to submit invoices to Accounts Payable:

1. E-Invoice SJSU Portal (preferred)
2. Supplier can submit invoice to email box “supplier-invoices@sjsu.edu”
3. Email to an Accounts Payable Specialist
4. Campus Mail
Access it here or using the tile in ONE.SJSU.EDU
E-INVOICE
SAN JOSE STATE UNIVERSITY

SJSU e-Invoice

Submit Purchase Order invoices electronically to the Accounts Payable Office.

All fields are required:

Purchase Order Number: (Enter the complete 10-digit PO Number. Click PO Number to see sample.)

Supplier ID: (Enter the complete 10-digit Supplier ID. Click Supplier ID to see sample.)

Invoice Number:  
Invoice Amount: 0.00  
Invoice Date: (mm/dd/yyyy)  
Upload File: [Choose File] No file chosen

Submit Invoice File
Invoices do not get submitted here!
To get an invoice paid, please do not submit it in your requisition.

- All documents uploaded to the requisition are considered “backup documentation” only.
- Invoices submitted to the requisition are not forwarded to A/P.
- Invoices must be submitted to Accounts Payable directly in order for them to be paid.
Requisition process is not the correct method for submitting invoices.

E-Invoice is the correct process for submitting invoices.
Resources:

- Requisition Tutorial  
  [http://www.sjsu.edu/finance/docs/tut_fts_requisition.pdf](http://www.sjsu.edu/finance/docs/tut_fts_requisition.pdf)
- Finance Connect Tutorials  
  [http://www.sjsu.edu/finance/financeconnect/training/fin_tutorials/](http://www.sjsu.edu/finance/financeconnect/training/fin_tutorials/)
- Finance Connect Blog – e-Invoice  
  [https://blogs.sjsu.edu/financeconnect/2014/02/03/e-invoice/](https://blogs.sjsu.edu/financeconnect/2014/02/03/e-invoice/)
- Finance Connect Blog – e-Invoice redesign  
  [https://blogs.sjsu.edu/financeconnect/2015/04/02/redesign-of-e-invoice/](https://blogs.sjsu.edu/financeconnect/2015/04/02/redesign-of-e-invoice/)
- E-Invoice SJSU Portal  
  [http://einvoice.sjsu.edu/](http://einvoice.sjsu.edu/)
- A/P Directory  
• Enterprise is the “preferred” rental car company for the CSU
• Deeply discounted rate when booking with Fell Travel
• Most economical option is always ideal
• Not approved:
  • Upgrades (per CSU & SJSU Policy)
  • Prepaid Fuel charges are not reimbursable
  • Extra insurance coverage for university business is not needed and not reimbursable
• (For more information - Risk Management – Marla Perez)
There are several methods of payment for Enterprise Rentals:

1. Fell Travel Agency (gets the best rate)
2. GoCard
3. Personal Check
Enterprise Rent-A-Car: Booking Through Fell Travel Agency for best pricing

<table>
<thead>
<tr>
<th></th>
<th>ALAMO</th>
<th>BUDGET</th>
<th>DOLLAR</th>
<th>HERTZ</th>
<th>THRIFTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Compact DLY</td>
<td>$77.32 - $81.39</td>
<td>$55.68 - $72.00</td>
<td>$85.65 - $100.77</td>
<td>$87.19 - $102.58</td>
<td>$78.00 - $91.77</td>
</tr>
<tr>
<td>Compact WKLY</td>
<td>$241.00 - $253.68</td>
<td>$187.05 - $215.00</td>
<td>$128.99 - $151.75</td>
<td>$220.70 - $275.87</td>
<td>$120.63 - $141.92</td>
</tr>
<tr>
<td>Intermediate DLY</td>
<td>$72.80 - $76.63</td>
<td>$40.89 - $50.00</td>
<td>$61.47 - $68.30</td>
<td>$88.81 - $104.36</td>
<td>$84.21 - $99.07</td>
</tr>
<tr>
<td>Intermediate WKLY</td>
<td>$243.22 - $256.02</td>
<td>$144.00 - $160.00</td>
<td>$122.30 - $143.88</td>
<td>$241.35 - $283.94</td>
<td>$122.30 - $143.88</td>
</tr>
<tr>
<td>7 Passenger Van DLY</td>
<td>$68.69 - $72.31</td>
<td>$66.60 - $74.00</td>
<td>$70.94 - $83.46</td>
<td>$79.03 - $87.81</td>
<td>$70.94 - $83.46</td>
</tr>
<tr>
<td>7 Passenger Van WKLY</td>
<td>$297.91 - $313.59</td>
<td>$264.30 - $297.00</td>
<td>$236.79 - $278.58</td>
<td>$265.98 - $312.92</td>
<td>$236.79 - $278.58</td>
</tr>
</tbody>
</table>

Yay! For cost savings!

Non-Enterprise Rental Rates subject to change
Resources:

- SJSU Travel Policy
  [http://www.sjsu.edu/finance/docs/travel_guide.pdf](http://www.sjsu.edu/finance/docs/travel_guide.pdf)
- ICSUAM - CSU Travel Policy Search Page
  [https://calstate.policystat.com/policy_search/?q=travel](https://calstate.policystat.com/policy_search/?q=travel)
- ICSUAM - CSU Specific Travel Policies
Driving on University Business

Marla Perez, Associate University Risk Manager
University Employee

• “University employees” are defined as those persons who have completed all prerequisites to CSU employment. This includes all CSU faculty, staff, and student assistants and persons on appointed volunteer status (Job Class Code 0050).

University (CSU) Vehicles

• A University vehicle is defined as a motorized device for land transportation owned, leased, or rented by the University, State or any State agency, including and not limited to automobiles, trucks, golf carts, tractors, forklifts, etc.
Driving on University Business

• Complete the CSU Learn Defensive Driving Course (required every 4 years.)

• For those individuals who are required to drive on a regular basis a University Vehicle please complete the Application for University Vehicle Operation/Authorization form.
• If you will be using your own vehicle for University business you must complete form STD 261. The form must be updated every year.

• If you will need to drive more than once a month on University business whether your own vehicle, state owned vehicle including electric carts you must complete the defensive driving course as well as submit the necessary forms. The forms are available on our Risk Management website.
In accordance with State Policy (S.A.M. 0753 & 0754), approval is requested to use privately owned vehicles to conduct official State business.

I hereby certify that, whenever I drive a privately owned vehicle on State business, I will have a valid driver’s license and proof of liability insurance in my possession, all persons in the vehicle will wear safety belts and the vehicle shall always be:

1. Covered by liability insurance for the minimum amount prescribed by State Law ($15,000 for personal injury to, or death of one person; $30,000 for injury to, or death of, two or more persons in one accident; $5,000 property damage). Vehicle Code Section 16020 (effective July 1, 1985) requires all motorists to carry evidence of current automobile liability insurance in their vehicle.

2. Adequate for the work to be performed.

3. Equipped with safety belts in operating condition.

4. To the best of my knowledge, in safe mechanical condition as required by law.

I understand that the mileage rate I claim is full reimbursement for the cost of operating the vehicle, including fuel, maintenance, repairs and both liability and comprehensive insurance.

I further certify that, while using a privately owned vehicle on official State business, all accidents will be reported on form STD. 270 within 48 hours (S.A.M. 2441).

I understand that permission to drive a privately owned vehicle on State business is a privilege which may be suspended or revoked at any time.
Car rentals including U-hauls

• When renting a vehicle, travelers are expected to utilize rental agencies with which the State of California or the University have negotiated contracts that include insurance coverage ex. Enterprise. Renting vehicles from a non-contracted vendor is prohibited, unless vehicles are unavailable from the contracted vendor. Approvals from non-contacted vendors must be approved by Procurement.

• **Cars rented outside of the proper channels while on University business** become the personal responsibility of the renter. However, by proper use of the state's contracted car rental firms, you can be protected.
We are all Risk Managers, but when in doubt contact the Risk Management Department or visit our webpage!
http://www.sjsu.edu/finance/about_us/risk_mgmt/

Marla Perez
Associate University Risk Manager
408-924-2159

Kathleen Prunty
Associate Vice President-Business Services
408-924-1550
Resources:

http://www.sjsu.edu/finance/docs/travel_guide.pdf

http://www.sjsu.edu/finance/about_us/risk_mgmt/
Robert C Bain
Cesar Chavez Arch
Sammy at Graduation

Bruce I. Cramer
Fountain

David Schmitz
MLK Library
Tower Hall
SJSU Gate
Questions?