SJSU Business Conference – Welcome
Welcome to our **Business Conference**!

- All participants are muted.
- Please use the chat box to ask questions.
- Session will be recorded.
• Established in 1857
• 36,000 students
• 3,700+ employees
  • 57% faculty
  • 37% staff
  • 6% administrators
• $600+ million budget

• Spartan Up!
Policies are guideposts in the sea of possibilities…
You are all stewards of public funds responsible for:
  • Accountability
  • Public Trust
  • Service to Students and their Families

If you wouldn’t want to see it in the news, don’t do it.
1) Training & Resources
2) Cash Handling Procedures
3) Distribution & Asset Services
We will send an exit survey, so please keep notes on your suggestions and feedback.

Enjoy the Conference!
• Asset Management
• Billing
• Budget & Financial Management
• Cashiering
• Commercial Services
• Contracts
• Mail & Distribution
• Procurement and Payment Services
• Risk Management
• Student Accounts
• Tower ID Cards
• Travel
Who We Are – Finance Support Unit

• Shauna Rios, Director Finance Support & Innovation
• Amy Chan, Finance Systems & Operations Senior Analyst
• Janet Sundrud, Finance Systems & Operations Senior Analyst
• Thao Leung, Finance Systems & Operations Analyst

What We Do

• Campus Community Support
• Finance & Business Services Support
  • Systems, Projects, Processes & Documentation – Oh My!
Welcome Shauna Rios

Open Items
- Travel
  - Travel Reimbursements
- Purchasing/Payments
  - Reimbursement Voucher
  - Direct Payment Voucher
- Expense Adjustments
  - HR Expense Adjustments

Items Pending Approval
- Travel
- Purchasing/Payments
- Expense Adjustments

Transfers
- No transfers of any kind allowed to be sent.

Travel
- For guidance on Travel requests and policies, see the Travel Guide.
- Note: at month-end, all open and pending Authorizations will be deleted one year after the trip departure date.
- Note: at month-end, all open and pending Reimbursements will be deleted one year after the trip return date.

Purchasing/Payments
- For guidance on ATI purchases, see the E&IT Procurement Checklist.
- Note: at month-end, all open and pending transactions over two months old will be deleted.

Expense Adjustments
- For guidance on HR Expense Adjustments, see the E&IT Procurement Checklist.
- Note: at month-end, all open and pending transactions over two months old will be deleted.

Other
- ProCard/GC Card Statement Submissions
- PO Change Order Request
- e-Invoice Submission

See the Travel Guide for guidance on travel policies and procedures. All open and pending Authorizations will be deleted one year after the trip departure date. All open and pending Reimbursements will be deleted one year after the trip return date.
Campus Community Experience
Finance and Business Services customers primarily work in FTS and the Data Warehouse

Functional (FABS) Experience
The Finance and Business Services team primarily work in OnBase and CFS

Supporting the Tools
SJSU Business Conference – Training & Resources 15
• Training Offered
  • Intro to Finance, Finance Overview for Managers
  • FTS, CFS, Data Warehouse
• ProCard/GoCard Workshops
  • ProCard/GoCard Approving Official
• 1-on-1 support – the possibilities are endless!
• What’s Up Meetings
Finance and Business Services

About Us
Our Services
FinanceConnect
How We Can Help

San José State University

Bursar’s Office

Administration and Finance

Students and Parents
Fees and Due Dates
Payment and Refunds
Our Services
How We Can Help

Tuition and Fees
We are proud to offer an affordable high-quality education to all of our students. See how tuition and fees can vary depending on the semester, course, program or student type.

How to Make a Payment
Making a payment on your account is easier than ever with our variety of payment options.

Sign Up for Direct Deposit
When you sign up for Direct Deposit, your funds will be directly deposited in your account, giving you quicker access to your refund.

Make a Payment Now
Enroll in Direct Deposit
• FinanceConnect Blog - http://blogs.sjsu.edu/financeconnect/
• Finance Website - https://www.sjsu.edu/fabs/
• Bursar’s Office Website - https://www.sjsu.edu/bursar/
• CSU Policy Library - https://www2.calstate.edu/policies
• Us!
  • financeconnect@sjsu.edu
  • 408-924-1558
  • Google Chat any of us!
    • Thao Leung
    • Amy Chan
    • Janet Sundrud
    • Shauna Rios
Questions?

Feedback is always welcome and appreciated!

financeconnect@sjsu.edu
CASH HANDLING & PROCEDURES

JEN KRASKOUSKAS, ASSISTANT BURSAR

OCTOBER 22, 2021
SJSU Cashier's Office is charged with the responsibility to collect and deposit all university funds in accordance with federal, state and university regulations; to develop and implement standardized cash receipting and cash handling policy and procedures. Defines roles and responsibilities related to receipts, safeguarding, reporting and recordkeeping for all university cash and cash equivalents. Its purpose is to ensure that these important university assets are protected, accurately and timely processed, and properly reported.

• Key points of the Cash Handling Policy are Cash Handling Safety, Separation of Duties, Departmental Deposits and Petty Cash options.
• Deposits are required to be processed with 48 hours from receiving funds or when collections exceed $500.

• At a minimum, transport must be made with two employees and when deposits exceed $2,500, employees shall be escorted by campus police.

• Separation of duties are defined by:
  • Separate person opens mail and endorses checks
  • Another person prepares deposit
  • Another person reviews and signs-off on deposit

• Allows each person to serve as a control over the others, catch mistakes and prevent misappropriation of funds.
Departmental Deposit

- Departments may mail their departmental deposits to:
  
  SJSU
  Bursar Office
  One Washington Square
  San José CA, 95192-0138

- Departments are required to drop their deposits at the Bursar’s Night Drop Box with a department deposit cover page.
  
  - Located at the Student Service Center.
  - If you are facing the doors of the SSC, the Bursar’s Night Drop box is located to the right.
  - There are envelopes, please put the deposit in a sealed envelope.
  - A receipt will be emailed if included on the departmental deposit form.
  - Otherwise another option to see if your deposit has been recorded is to check in Data Warehouse.

- Please attach a Departmental Deposit Form — Department Deposit Cover Page [pdf]
Petty Cash Reimbursement Options by appointment or via check.

• To schedule an appointment, please email cashierbanking@sjsu.edu.

• Or a petty cash reimbursement can be requested via check.

• New Petty cash or change funds – requests to be made to Accounting. Cash counts for petty cash funds are done monthly.
Bursar’s Website

Employees:

- Services for Campus Departments
- Cashiering Satellite Operations
- Forms for Campus Departments
For students accounts
bursar@sjsu.edu

To obtain or replace tower card
myid@sjsu.edu

Departmental deposits, banking issues or research
cashierbanking@sjsu.edu

Staff waivers, sponsors and third party billing
student-sponsors-waivers@sjsu.edu

Workflow change, please do not email individual email boxes for these type of requests. Staff maybe on vacation, out sick, at a meeting, etc. We have generalists and knowledge experts assigned to each central email box. Thank you.
Jen Kraskouskas
Assistant Bursar

jen.kraskoukas@sjsu.edu

cashierbanking@sjsu.edu
Robert C Bain
  • Cesar Chavez Arch

Bruce I. Cramer
  • Fountain

David Schmitz
  • Tower Hall
DISTRIBUTION & ASSET SERVICES

SONJA BOWSKY, MANAGER FOR DISTRIBUTION & ASSET SERVICES

OCTOBER 22, 2021
Distribution Services
- Overview
- Proper Addressing
- Delivery Schedule and Survey
- Shipping Accounts

Asset Services
- Overview
- Examples
- Life Cycle
- Physical Inventory
- Survey
Distribution Services…

- receives and distributes mail, packages and freight
- applies postage to outbound USPS mail
- processes outbound FedEx and UPS shipments
- makes arrangements for large freight shipments
- acts as a central staging and pickup location
Distribution Services does not…

- receive or distribute mail and packages for students
- accept personal mail, packages, or flower deliveries
- package or prepare items for shipping
• **Mailing Address**
  San José State University  
  Department Name  
  One Washington Square  
  San José, CA *95192-ext. zip*

• **Delivery / Shipping Address**
  San José State University  
  Department Name  
  129 South 10th Street  
  San José, CA *95112-ext. zip*
Need the survey? Contact Tony Diaz at 4-1590 or tony.diaz@sjsu.edu.
Monday through Friday

- 8:00am – 10:00am
- 10:00am – 12:00pm
- 1:00pm – 3:00pm

If you need to make a schedule change for a planned absence, contact Phil Perez at 4-1594 or phil.perez@sjsu.edu.
Due to non-use throughout the pandemic, FedEx and UPS accounts may have been:

- deactivated
- deleted

or,

you may have forgotten:

- username
- password

To reset / recreate your account or to get your login credentials, contact Tony Diaz at 4-1590 or tony.diaz@sjsu.edu.
Asset Services…

- identifies and records University property valued at ≥$5K
- works with Procurement in the Campus Copier Program
- processes disposal requests for equipment and property
- conducts the Physical Inventory of all assets tri-annually
- communicates with the Department Property Custodian
Examples of Assets are…

• computer hardware / software
• equipment
• lab cabinets
• musical instruments
• Spartan signs
• vehicles
• works of art

Assets can be…

• donated
• purchased
• transferred from another CSU
A new asset is identified.

Purchase information is gathered; and, an asset tag # is assigned and placed on the item.

The asset data is entered into CFS and Accounting is notified.

The department retires the asset via a Property Survey Report when replaced or removed.

The department uses their asset as intended, until it’s no longer useful / needed.
1,981 Assets ★ 147 Departments ★ ≈$40M

Each division and its Department Property
Custodians can expect to receive:
- a list of assets by DeptID / Dept Name
- a schedule of when the items will be inventoried
- a reminder notice before the Property Coordinator arrives
- an all-clear when all items have been located or a request for assistance when items are unable to be located
Asset Services is requesting that you:

• locate your items before the scheduled visit
• advise if the schedule doesn’t work for you
• search for missing items within 1-2 days of our “unable to locate” notification
• provide a Property Survey Report within 2 days of the final search to remove the item from the system

To change your scheduled visit, please contact John Munn at 4-1562 or john.munn@sjsu.edu.
Department Property Custodian

Asset Services has begun to kick off “Physical Inventory FY 21/22” to account for all of the SJSU capital assets. This form survey was sent out in July but we still have not heard from all departments. Please use this form to identify the staff or faculty member that is responsible to maintain and be responsible for your departments university-owned assets and associated records.

This form will serve as the first point of contact during this physical inventory event and will continue to provide updates about university property including disposals, loans, transfers, etc.

Please complete one survey per Department if the departments are in different locations.

Full Name *
Your answer

Position Title *
Your answer

Email Address *

Need the survey? Contact Tony Diaz at 4-1590 or tony.diaz@sjsu.edu.
• Application for Online Shipping  
  https://www.sjsu.edu/fabs/docs/applic_online_shipping.pdf

• Missing Equipment Report  
  https://www.sjsu.edu/fabs/docs/missing_equip_rpt.pdf

• Property Survey Report  
  https://www.sjsu.edu/fabs/docs/survey_rpt.pdf
Sonja Bowsky
sonja.bowsky@sjsu.edu
408-924-1592
Robert C Bain
- Cesar Chavez Arch
- Sammy at Graduation

Bruce I. Cramer
- Fountain

David Schmitz
- MLK Library
- Tower Hall
  - Bell
  - SJSU Gate
• Stop
• Delivery Men
• Question Symbol
SJSU Business Conference

October 25, 2021
• All participants are muted.
• Please use the Q&A window to ask questions.
• Session will be recorded.
1) Overview of the CSU
2) University Contracts
3) Travel
• Higher Education in the State of California
• How the CSU is Organized and Governed
• Facts about the CSU
• Legal Entities of San José State University
• Delegation of Authority
• Policies and Resources
HIGHER EDUCATION IN CALIFORNIA
California Master Plan for Higher Education

- April 14, 1960 - Governor Pat Brown signs the Donahoe Higher Education Act (AKA the Master Plan).
- Unites the University of California (UC), the California State University (CSU), and the California Community Colleges (CCC) system by establishing goals and objectives for higher ed.
- Outlines the missions assigned each higher education segment listed above.
• University of California
  • Primary Research Institution – Undergraduate, graduate and professional education. Exclusive jurisdiction for most Doctoral programs.
  • Accepts the top 12.5% of the high school graduates.
• California State University
  • Comprehensive Universities – Undergraduate, graduate and 4 Doctorates (Audiology, Education, Nursing, and PT).
  • Accepts the top 33.3% of high school graduates.
  • Priority admission for transfer students.
• California Community Colleges system
  • Associate Degrees, Certificate Programs, and Career Technical Education.
  • Admit any student capable of benefiting from instruction.
● State agencies report to the Executive Branch.
● The CSU is considered the State of California acting in its higher education capacity, but is not governed by the Executive Branch.
● As per Division 16.5 & 18 of the California Education Code, CSU is governed by the Board of Trustees.
● Under Article IX, Section 9 of the California Constitution, UC is governed by the Board of Regents.

❖ About the Board of Trustees
❖ About the Board of Regents
CSU GOVERNANCE
California law organized in **29 codes**.

Subject areas range from vehicles to corporations, from insurance to fish and game, from water to business and professions.

The codes that most directly affect the CSU include the:
- **Education Code**
- **Government Code**
- **Public Contract Code**
• The Board of Trustees establishes regulations in the California Code of Regulations.

• Published by the Office of Administrative Law.

• Over 200 state agencies publish regulations in compliance with Administrative Procedure Act.

• The Board of Trustees regulations are contained in Title 5, Division 5, Chapter 1 of the California Code of Regulations.

❖ Title 5 Updates
❖ Resolutions
Board of Trustees  
(appointed by the Governor)

Chancellor  
Joseph Castro  
(appointed by the Trustees)

Campus Presidents  
(appointed by the Trustees)

Chancellor’s Office Administration
CSU FACTS
History of the CSU

Campus Founding Timeline

1857 San José
1887-99 Chico, San Diego, & San Francisco
1901 San Luis Obispo
1906 San Francisco Earthquake
1911-13 Fresno & Humboldt
1938/1966 Pomona
1947-49 LA, Sacramento & Long Beach
1957-60 Fullerton, East Bay, Stanislaus, Northridge, Sonoma, San Bernardino & Dominguez Hills
1965 Bakersfield
1929/1995 Maritime & Monterey Bay
1988 San Marcos
1990 San Marcos
2000 Y2K
2003 Channel Islands

History of the CSU
• 1857 - **San José State is the first CSU!**
• 1887-99 - State Normal Schools are established at Chico, San Diego, and San Francisco.
• 1901 - California Polytechnic school is established at San Luis Obispo.
• 1966 - California State Polytechnic campus at Pomona becomes independent from San Luis Obispo.
• 1994 - Cal State Monterey Bay grew out of Fort Ord, a decommissioned Army Base.
• 1995 - Cal Maritime joined the CSU as the our first Maritime Academy.
• 2003 - Camarillo State Mental Hospital site was redeveloped into Cal State Channel Islands.
- Nation’s **Largest** Four-Year Public University
- Our campuses span between **800 Miles** from Humboldt to San Diego!
- **23 Campuses & 8 Off-Campus Centers**
- Nearly **56,000 Faculty & Staff** Employed by the CSU
- **486,000 Students** (rounded)
- **3.9 Million** Living **Alumni**
- **$6.8 Billion** in **State Support**

*The California State University 2021 Fact Book*
Total enrollment was 485,550 (FTES = 426,719)
- 18% were first time freshmen
- Mean age of undergraduates is 23
- 95% came from California
- Nearly 1 in 4 have dependents
- Over 60% are students of color
- 32% are the first generation in their family to attend college
- 80% receive some sort of financial aid
SAN JOSÉ STATE UNIVERSITY
• Faculty founded and governed the very first universities ever established.

• The faculty play a critical role in the governance of CSU campuses and serve as a consultative body in a variety of affairs, from academic to fiscal matters.

• Each CSU campus has an elected faculty governance group (AKA Academic Senate), which recommends academic policy to the President.

❖ Academic Senate of the CSU (ASCSU)
❖ SJSU Academic Senate
LEGAL ENTITIES OF SAN JOSÉ STATE UNIVERSITY
• The campus is the State of California acting in a higher education capacity.

• Auxiliary organizations are nonprofit organizations—such as student bookstores, housing, institutes and recreation centers—that are authorized to provide supplemental services and support to the campuses of the California State University. 501(c)(3) (currently 87 recognized auxiliaries).

• Self-support activities are State activities with an enterprise fund: parking and housing. They are not separate legal entities.
Other **Legal** entities on our campus include our recognized **Auxiliaries**:

- Associated Students, San José State University
- San José State University Research Foundation
- Spartan Shops, Inc.
- Tower Foundation of San José State University
- The Student Union of San José State University
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

- Academic and Student Affairs: 2020-21 Academic and Course Reporting Schedule
- Academic and Student Affairs: Immunization Requirements
- Business and Finance: Fiscal Resources for Campus Development
- Business and Finance: Campus Administration of Systemwide Cash Management Policy
- Business and Finance: CSU Travel and Business Expense Reimbursements Policy

Frequently Accessed Policies

CSU Policy Library
Watch a quick, interactive "how-to" video

Search by subject: On the Home tab search by subject (e.g., Policy Prohibiting Discrimination) to see all relevant policies

Search by policy title: Select the Title tab and enter a phrase or campus name (e.g., Delegation or East Bay)

Search by code reference: Select the Codes tab and filter by all or part of the old policy designation (e.g., EO 0818, ICSUAM 03601, ASA 2017, etc.)

Search for an exact match: Enclose the search phrase or term on the Home tab in quotation marks (e.g., "Policy Prohibiting Discrimination")

View search results: The search bar displays the most relevant results for the search criteria. Click "See all results" for a complete list.

The CSU Policy Library includes systemwide policies from:

- Selected Board of Trustee resolutions and former executive orders,
- Integrated CSU Administrative Manual (ICSUAM),
- State University Administrative Manual (SUAM), and
coded memorandum (except those published by the division of Human Resources)

The CSU Policy Library does not include:

- Campus policies (refer to your local campus website),
- Chancellor’s Office Human Resources coded memorandum,
- Title 5 California Code of Regulations, California State Statutes

Can't Find a Policy? Send an email with your question to policy@calstate.edu

To receive email notifications when policies are created, updated, or retired, enter your information and subscribe. You will receive a confirmation email.
### Directives

<table>
<thead>
<tr>
<th>Directive</th>
<th>Subject</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD-2019-03</td>
<td>Succession Planning</td>
<td>11/15/19</td>
</tr>
<tr>
<td>PD-2019-02</td>
<td>Executive Order No. 1043, Student Conduct Procedures (Supersedes PD 2009-04)</td>
<td>08/19/19</td>
</tr>
<tr>
<td>PD-2019-01</td>
<td>CSU General Education Breadth requirements</td>
<td>05/13/19</td>
</tr>
<tr>
<td>PD-2014-01</td>
<td>Smoke-free and Tobacco-free Campus</td>
<td>11/20/14</td>
</tr>
</tbody>
</table>

**SJSU Presidential Directives**

Visit the Health Advisories website for the latest information on COVID-19.

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**SJSU Business Conference – Overview of the CSU**
Questions?

Contact Information:
Sara Bonakdar
Senior Director, Business Services
sara.bonakdar@sjsu.edu
408-924-1561
• U.S. Constitution – Bill of Rights (10th Amend)

• Donahoe Act 1960
  http://content.cdlib.org/view?docId=hb5b69n9fm;NAAN=13030&doc.view=frames&chunk.id=
div00001&toc.depth=1&toc.id=div00001&brand=calisphere

• California Law (29 Codes)
  http://leginfo.legislature.ca.gov/faces/codes.xhtml

• CSU Policies
  https://www2.calstate.edu/policies

• Auxiliary Organizations of the CSU
  http://auxiliary.calstate.edu/
CSU 101 – Finance Officers Association
“This is the CSU”

Photo Credits

Robert C Bain
• Cesar Chavez Arch
• Sammy at Graduation

Bruce I. Cramer
• Fountain

David Schmitz
• MLK Library
• Tower Hall
• Bell
• SJSU Gate
UNIVERSITY CONTRACTS

Barb Keltner, Contract Administration Specialist, Lead

October 25, 2021
What Will We Cover?

- Where does our authority come from?
- Who has delegation of authority to sign contracts on our campus?
- What is considered a contract?
- How do I get my contract executed?
- Annual vs. multi-year agreements.
- Cooperative and piggybackable agreements.
## 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>
</tbody>
</table>
Policy Library

CSU Contracts & Procurement Policy

This policy articulates the CSU’s policy and intent as to its procurement and contracting authority and encompasses the following fundamental principles:

- Recognition that the basic mission of the CSU is to support the teaching, research, and public service requirements for higher education for the people of the State of California.
- Recognition that the continual development and refinement of purchasing policies establish efficiencies, transparencies, and safeguards in obtaining the best value for the CSU in the acquisition of goods and services.
The purpose of the section is to ensure the efficient and thoughtful transfer of any authority for contracting and procurement activities.

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.

Guidelines

The establishment of a delegation of authority from a campus President, or any sub-delegates for procurement and contracting activities must be in writing between the Delegator and Delegatee and contain the following information: 1) the effective date of the delegation, 2) the term of the delegation if it is of a limited term, 3) the scope or specifics of the delegation which would include any limits on the delegation, 4) the dollar limits (if applicable) on any delegation, and 5) whether the Delegate is able to further delegate the authority.
Authority to *sign* purchase orders, contracts, interagency agreements, and to *certify* contractual documents is limited to **Procurement Officers** who have been duly delegated *in writing* by the Campus President or designee.
September 2, 2021

To: Alan Kong
   Contract Specialist

CC: Sara Bonakdar
    Senior Director, Business Services

From: Kathleen Priesty
       Int. Senior Associate Vice President, Finance & Business Services

Subject: Delegation of Authority—Purchase Orders & Contracts

Vice President of Administration & Finance, Charlie Faas, has sub-delegated to me the authority and responsibility for the execution of contracts on behalf of the university. In accordance with San Jose State University’s Delegation of Contractual Authority and by the request of Sara Bonakdar, Senior Director, Business Services, I am sub-delegating to you the specific authority to execute the following:

1. University Purchase Orders for Commodities and Services with a limit of authority to $1,000,000 (EO 775, CSUAM 5000); (2) Public Works Construction and Job Order Contracts up to Minor Cap ($752,000) (EO 1057); (3) Leases of Real and/or Personal Property under $1,000,000 (EO 669, CSUAM 5000); (4) Internship Agreements/University Organization Agreements (UOA) (EO 1064); (5) Facility Use Agreements; and (6) Intercollegiate Athletic Contracts with a limit of authority to $1,000,000 (CSUAM 1000), in accordance with the provisions listed in the EO and CSUAM references above.

Accepted: ____________________________
   Date: 9/2/2021

Alan Kong
   Contract Specialist
   Strategic Sourcing - Contract Services
   Finance & Business Services
Your Procurement Officers

- Sara Bonakdar, Senior Director, Business Services (Chief Procurement Officer)
- Kim Gamblin, Associate Director, Procurement to Payment Services
- Karen McCall, Lead Buyer
- Sylvia Sosa, Contract Administration Specialist
- Emely Balingit, Buyer II
- Ge Loria Oliver, Buyer II
- Barb Keltner, Contract Administration Specialist, Lead
- Mike Hoke, Contract Specialist
- Alan Kong, Contract Specialist
An agreement with specific terms between two or more persons or entities in which there is a promise to do something in return for a valuable benefit known as consideration. The existence of a contract requires finding the following factual elements:

- An offer
- An acceptance of that offer
- A promise to perform
- A valuable consideration (which can be a promise or payment in some form).
- Time or event when performance must be made (meet commitments).
- Terms and conditions for performance, including fulfilling promises.
- Performance, if the contract is "unilateral".
Examples of Types of Agreements

- Purchasing Agreements
- Service Agreements
- Interagency Agreements
- Intra-agency Agreements
- Memorandums of Understandings (MoU)
- Student Placement Agreements (e.g. Clinical or non-clinical, service learning, international)
- Non-Disclosure Agreements
- Software Licensing Agreements
• Prepare an overall project description or scope of work to include in your requisition package. *Please include a point of contact for the countersigning party.*

• Review with your approving official to obtain support and approval of costs, benefits and risks. *Identify the requesting party in the department if you are not the originator of the request, and include that in your header comments.*

• Include all relevant stakeholders in the review process (e.g. Your Dean, Information Technology, Risk Management or Finance).

• Submit a requisition package via FTS and upload all supporting documentation, and *a copy of the unsigned contract.*

The assigned Contracts & Procurement Services staff member will review the complete package, confirm the stakeholder approvals, and negotiate the contractual language of the agreement, and execute as appropriate.
What if my contract has no dollar value?

• Enter a Supplier No $ Value requisition with the appropriate backup documentation. Enter $1.00 as the value.

We utilize the Supplier No $ Value requisition process to:

• Assign the requisition to a C&PS staff member, and track the actions associated with the request.
• Staff member will review and engage appropriate parties for execution.
• Keep a record of the agreement in our document imaging system, OnBase, for records retention purposes.
• Software Licensing Agreements
• Software as a Service (SaaS)
• Web-based Services or Applications
• Facilities Maintenance or Services
• Contracting out (i.e. contracting out work that could be performed by a CSUEU member)
• Research related agreements (e.g. Material Transfer Agreements, Non-Disclosure, Hack-a-Thons)
The Contracts & Procurement teams are working in Partnership with IT to ensure IT Related Contracts are Reviewed & Approved Accordingly via the Technology Requisition Impact Assessment (TRIA) process.

- You can access the form on [one.SJSU.edu](http://one.SJSU.edu)
Who is involved in the TRIA process?

- Information Security Officer – Data Security – Hien Huynh
- Accessibility Conformance (VPAT Review) – Joseph Chou & Chialing Chiao
- Web Campus Applications and Enterprise Systems – Alex Wong
- Infrastructure
Annual Versus Multi-Year Contracts

- Annual contracts should generally be used for short-term needs.
- Multi-year contracts should be utilized for long-term needs.
How do I get a multi-year contract in place?

- Schedule a meeting with C&PS and discuss the multi-year need.

- Develop a draft Scope of Work outlining the needs of the goods or services needed.

- Engage the appropriate campus-wide stakeholders to capture the requirements of the contract, successfully. Don’t know who those stakeholders are? The Strategic Sourcing team can help with that!

- Enter a Supplier to Bid requisition to begin the bidding process and/or selection of supplier process.
What are the benefits of going through the process of obtaining a multi-year contract?

• A multi-year contract can be established for up to 5 years.

• Identification of gaps in operations or services that you weren’t originally aware of.

• Involving the right people to ensure a more successful outcome.

• Avoid vague deliverables by having key performance indicators in place.

Most importantly, you are more likely to get what you need from your supplier by going through this process.
What if I have an immediate need for goods or services, which exceed bid thresholds?

• Explore piggybacking an existing, viable agreement.

Piggybacking Agreements

Cooperative procurement efforts may result in contracts that other entities may “piggyback”. Piggyback (Piggyback Cooperatives) is a form of intergovernmental, cooperative purchasing in which an entity will be extended the same pricing and terms of a contract entered into by another entity.
• Leveraged Procurement Agreements (LPAs)
• California Multiple Award Schedules (CMAS)
• Sourcewell (formerly known as NJPA)
• NASPO Value Point
• National Cooperative Purchasing Alliance (NCPA)
• E&I Cooperative Services
• National IPA an OMNIA Partner
• Finance & Business Services Home Page

• SJSU Presidential Directives

• CSU Contracts & Procurement Policy

• Strategic Sourcing - Contract Services
Questions?
Barb Keltner
Contract Administration Specialist, Lead
barbara.keltner@sjsu.edu
408-924-1563
Robert C Bain
• Cesar Chavez Arch
• Sammy at Graduation

Bruce I. Cramer
• Fountain

David Schmitz
• MLK Library
• Tower Hall
  • Bell
• SJSU Gate
• Reminder
• Travel – Overview
• Key Travel Updates
Departments may adopt more restrictive documentation, review and approval requirements than those of this campus or CSU Policy, but not less.
The Travel Guide incorporates the State of California, CSU Board of Trustees and SJSU procedures and allowances for travel. *Note: Keep in mind that each department may require more information or details about the trip.*

- **Applies to:**
  - SJSU Employees (Faculty & Staff)
  - SJSU Students
  - Others traveling on all official university business

- **Kinds of Travel:**
  - Local
  - Domestic
  - International
  - Virtual
Payment methods:
  • Fell Travel
  • GoCard (preferred)
  • Direct Pay – for Registrations, Membership
  • Requisition – Large Groups (Contracts involved)

Other:
  • Start-up Funds
  • Split Funding
  • Auxiliary Funded (FTS – Travel Paid by Non-University Funds)
As of January 1, 2017, the CSU Travel Policy and Procedures has been revised to comply with Assembly Bill 1887, which added Section 11139.8 to the Government Code relating to discrimination and was approved by the governor in September, 2016. As a result of this law, it has been determined that SJSU is restricted from requiring employees to travel to certain states, and is prohibited from approving funding or sponsoring travel to those states with laws enacted to void or repeal discrimination protections, or, to authorize or require discrimination.

Banned/Restricted States:

1. Alabama
2. Arkansas
3. Florida
4. Idaho
5. Iowa
6. Kansas
7. Kentucky
8. Mississippi
9. Montana
10. North Carolina
11. North Dakota
12. Oklahoma
13. South Carolina
14. South Dakota
15. Tennessee
16. Texas
17. West Virginia
Travel

For guidance on travel policies and procedures, see the Travel Guide.

Note: at month-end, all open and pending Authorizations will be deleted one year after the trip departure date; all open and pending Reimbursements will be deleted one year after the trip return date.

- Travel Authorization
- Travel Reimbursement
Authorization: Domestic

1. Approval
   • Approving Official and AVP
   • AAD = Deans are the highest level
2. Documentation
   • Purpose
   • Trip Details
   • Estimation of cost for Budgetary purposes
   • How will classes be covered

Required

Reimbursement: Domestic

1. Receipts Required
2. Documentation
   • Detailed/Itemized receipts for all expenses over $75
   • Pre-approved documentation for hotels over $275
   • Explain the details (business vs personal time)
3. Mileage (Authorized to use vehicle)
4. 60 days to submit Reimbursement
Authorization: International

**Required**

1. Advance Requests
2. Approval
   - Approving Official, VP and President
   - High Hazard – President approval
3. Travel Insurance
4. Documentation
   - Purpose
   - Trip Details
   - Estimation of cost for Budgetary purposes
   - How will classes be covered

Reimbursement: International

**Required**

1. Settlement of Advances
2. Documentation
   - Detailed/Itemized receipts for all expenses over $75
   - Pre-approved documentation for hotels over $275
   - Explain the details (business vs personal time)
   - Per Diem Rates by Location
3. 60 days to submit Reimbursement
Travel Agency
Coordinating Travel Arrangements for convenience and efficiency. Preferences can be given for Hotels, Airline. Ease of making changes and/or cancellation.

**Booking:**
Requires a Travel Authorization # (ex. TR101235)

- Airline
- Car
  - Enterprise contracted rental car agency
- Hotel

**Method of Payment:**
- GoCard
- Billed to University
  - Chartfield needed (Account, Fund, Dept ID, Program, Project, Class)
GoCard
<table>
<thead>
<tr>
<th>Allowable Expense</th>
<th>Cardholder Responsibilities</th>
<th>Prohibited Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Fees</td>
<td>Travel must be pre-approved</td>
<td>Gasoline</td>
</tr>
<tr>
<td>Registration Fees</td>
<td>Reference TR# on transactions</td>
<td>Meals</td>
</tr>
<tr>
<td>Airfare</td>
<td>Receipts &amp; Documentation</td>
<td>Non-related business</td>
</tr>
<tr>
<td>Car rentals</td>
<td>Reconcile Statement</td>
<td>Cash Advances</td>
</tr>
<tr>
<td>Lodging</td>
<td><strong>Statement submission deadline</strong></td>
<td></td>
</tr>
<tr>
<td>Toll Fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel through Fell Travel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking/Taxi/Shuttle</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Insurance – added protection

- **Car Rentals** – When using the GoCard for car rentals, liability insurance is covered in the amount of $500,000 per traveler

- **Life Insurance** – When using a GoCard for expenses related to official university travel, life insurance is covered in the amount of $500,000 per traveler

*Note: Additional insurance is not needed if the car rental is through Enterprise Car Rental.*
Virtual Travel

- New Quick Guide on “Virtual travel” for FTS was added as a new Appendix F to the Travel Guide with Google Document links to how to process and the FAQs.

What is the purpose?

- The purpose is to request authorization to be pre-approved by the College and Division during "shelter in place" or until your division's restrictions have been removed. Once submitted it creates the reimbursement side of the transaction.

- Is the employee’s shift covered?

NOTE: Virtual travel or virtual attendance to a conference is recorded as attending in San José since no physical travel will occur. However, if the event moves from 'virtual' to 'live' then the travel should be updated to the actual location. All normal rules and restrictions would then apply including restrictions on travel to banned states.
Resources below:

**Training & Tutorials**
- FTS/Travel/Authorization
- FTS/Travel/Reimbursement
- GoCard Training
  - GoCard Statement Signatures in DocuSign
  - Check with Travel GoCard Coordinator or Finance Connect

**Finance** – Policies & Guidelines
- Travel Guide
- GoCard Manual

**FinanceConnect Blog**
CSU Travel Policy

Travel inquiries can be directed to our Travel GoCard Coordinator, and Finance Connect at financeconnect@sjsu.edu.
Robert C Bain
• Cesar Chavez Arch
• Sammy at Graduation

Bruce I. Cramer
• Fountain

David Schmitz
• MLK Library
• Tower Hall
  • Bell
• SJSU Gate

This Photo by Unknown Author is licensed under CC BY-SA-NC
• All participants are muted.
• Please use the Q&A window to ask questions.
• Session will be recorded.
1) Risk Management
2) Manage My Budget
3) Encumbrance Management
What is Risk Management?

- A conscious effort of planning, organizing, directing and controlling resources and activities.

- To *minimize* the adverse effects of *accidental loss* with the least possible acceptable *cost*.

- The Risk Management department works with other campus departments to create the development and implementation of *guidelines, policies, and programs* to administer university risk management programs.
Types of Risk and Loss

- General Liability
- Property Loss-Building and Contents
- Athletic Injuries
- Institutional Reputation and Image Loss
- Vehicle
- Personal Injury
- Contractual Activities
- Student Activities
- Foreign Travel
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, etc.
• For those individuals who are required to drive a University Vehicle, complete the Application for University Vehicle Operation/Authorization form. You must provide proof of completion of the CSU Learn Defensive Driving course (link to request course listed at end of presentation) along with your completed Application for University Vehicle Operation/Authorization form to the campus Risk Manager.

• If you will be using your own vehicle for University business, you must complete form **STD 261**. The form must be updated every year and you must submit the completed form to the campus Risk Manager. Completion of the CSU Learn Defensive Driving course is also required. Written approval of the use of your private vehicle must be given by an individual authorized by the president to grant such approval.
Reporting Accidents:

• Notify your manager and University Police (if on university property) immediately if you are involved in a vehicle accident while driving on University business.

• Fill out the following forms within 24 hours of the accident:
  • State Driver Accident Review Form (STD. 274) [pdf]
  • Vehicle Accident Report Form (STD. 270) [pdf] *Form can be found on the Risk Management website.*
What is considered a “Special Event?”

• An event is something other than a routine activity. Campuses can be and are often the center of activities, both on and off campus and virtually.

• San José State University requires that all event-holders using University facilities carry liability insurance for the event, independent of leasing the campus facility or obtaining security coverage for the event.

• Insurance is important for campus events in order to pay for losses (injuries or damages) that occur and are the responsibility of the campus and/or off campus facility owners, equipment, material and service providers.
What should I look out for when considering if an event is considered a “Special Event?”

• First and one time events
• Virtual Conferences
• Uncommon/Unusual Event Activities. Special risks - new, complex, hazardous, extreme, requiring the gathering of multiple details, large numbers of people, multi-day events.
• Events involving external participants (not current SJSU students or employees) and/or guests that may be unfamiliar with campus, more people on campus than “usual”, for longer periods, increased activity.
• Events requiring resources beyond what campus can offer. Contracts for services & facilities, including off campus events for the campus.
• Ensure the safety for our network, faculty, staff and attendees by implementing safety measures.

• Guests speakers receiving payment of over $1,500.00 should still provide evidence if liability.

• If the virtual conference will be outreaching to minors please provide the students with a waiver to be completed by the student and parent.

• Presenters should not communicate via private chat with attendees.

• SJSU eCampus has some excellent resources on how to’s including room controls. [https://support.zoom.us/hc/en-us/articles/201362603-What-Are-the-Host-Controls-](https://support.zoom.us/hc/en-us/articles/201362603-What-Are-the-Host-Controls-)

• If your Virtual conference will have more than 1,000 attendees please reach out to IT to ensure there will be no issues with bandwidth.
My event is considered a “Special Event” what are my next steps?

• For internal events complete the Facility Use Lease SJSU Entity – A department who would like to hold an event on campus that is not associated with a class/class.
• Presidential Lease – which is for external entities wanting to hold an event on the university campus. This includes classrooms, labs, outdoor spaces.
• Complete the Special Events Liability Insurance Request form.
• All forms will be reviewed and approved by FD&O and Risk Management.
Important things to remember:

- Space is a University property that is allocated in a manner that best advances University priorities. No unit, department, or division “owns” the space that has been allocated to it per the Presidential Directive PD2011-01 [https://www.sjsu.edu/president/docs/pd_2011-01.pdf].

- Leasing of university space to non-general fund units or to outside groups requires approval under guidelines developed by FD&O, Risk Management, University Procurement and approved by SAC.

- Unauthorized Events. Any campus unit found to be hosting an event using university space without authorization can be charged $1,000.00, following the university's verification of the unauthorized event. In addition, retroactive direct and/or indirect costs associated with the event will be charged in most cases per procedures described above.

- There may be direct/indirect costs associated with the event. Ex. Custodial services, cost of utilities and set-up costs.
### Gaining Value:

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Persons</td>
<td>Educational, social and/or physical enrichment for participants.</td>
</tr>
<tr>
<td>Property</td>
<td>Use of available campus facilities for the benefit of campus and community.</td>
</tr>
<tr>
<td>Program</td>
<td>Successful event conducted without interruption, cancellation, and/or negative impact on campus programs and community.</td>
</tr>
<tr>
<td>Opportunity</td>
<td>For enrichment and engagement of students, faculty, staff, &amp; community.</td>
</tr>
<tr>
<td>Liability</td>
<td>Event compliance with regulations and law without claims of negligence.</td>
</tr>
<tr>
<td>Finance</td>
<td>Efficient use of resources, event self-funding.</td>
</tr>
<tr>
<td>Reputation</td>
<td>Positive experience for participants and community, increased value of campus “brand”, increased public trust of campus.</td>
</tr>
</tbody>
</table>

### Losing Value:

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Persons</td>
<td>Injury, death - loss of contribution to campus and community.</td>
</tr>
<tr>
<td>Property</td>
<td>Damage, destruction – temporary or permanent loss of use of campus facilities, equipment, and property.</td>
</tr>
<tr>
<td>Program</td>
<td>Cancellation/disruption/interruption - failure to achieve objectives of the event and/or other campus programs.</td>
</tr>
<tr>
<td>Opportunity</td>
<td>Loss of potential gain from not doing the event, failure to achieve event objectives.</td>
</tr>
<tr>
<td>Liability</td>
<td>Regulatory citations; civil and/or criminal litigation; judgements, medical expenses, penalties, fines, injunctions.</td>
</tr>
<tr>
<td>Finance</td>
<td>Campus resources reduced to pay fines, penalties, judgements, repairs, replacements, additional unanticipated expenses.</td>
</tr>
<tr>
<td>Reputation</td>
<td>Violation of public trust, damage to campus “brand”, loss of value.</td>
</tr>
</tbody>
</table>

---

“Risk comes from not knowing what you are doing.” - Warren Buffett
We are all Risk Managers, but when in doubt contact the Risk Management Department or visit our webpage!
https://www.sjsu.edu/fabs/services/risk/index.php

Defensive Driving Course Request form:
https://www.sjsu.edu/fabs/connect/training-and-tutorials.php

Marla Perez
University Risk Manager
408-924-2159

Sara Bonakdar
Sr. Director of Business Services
408-924-1561
MANAGE MY BUDGET

MIKE VIZZUSI, SR. FINANCIAL MANAGEMENT & PLANNING ANALYST

OCTOBER 29, 2021
• What is a budget?

• How do chartfields help us manage our budgets?

• Navigating the CFS Financial Data Warehouse with tips and tricks

• The importance of managing your budget

• Resources
A budget is essentially the departmental spending authority.

For the SJSU Operating Fund (70000), spending authority is determined at the state, CSU Chancellor/Board of Trustees, and Campus levels based on enrollment.

On campus we have other services that are not state supported that have their budgets based on the revenue they collect, such as, enterprises or (self-support) for housing, parking, and the student health center to name a few.

All budgets use a chart of account to record financial information.
Every organization uses a chart of account to record financial transactions in the general ledger, which is important when managing a budget.

At SJSU we use chartfields to record everyday financial transactions, such as, requisitions, invoices, direct payments, billing and budget entries. Three main fields are:

**Fund** – 5 digit numeric code i.e. 70000 Operating Fund

**Department** – 4 digit numeric code i.e. 1258 Economics

**Account** (equity, expense, and revenue) – 6 digit numeric code i.e. 660003 Supplies and Services
CHARTFIELDS – CHART OF ACCOUNT

- Fund
- Department
- Account
- Class
- Project
- Program
- Optional

SJSU Business Conference – Manage My Budget
One or more optional fields that can be used by departments in order to identify unique activity are class, project, and program codes. When used in a consistent way departments can identify specific financial transactions for analysis.

**Project** – 5 to 11 digit numeric code with strict beginning and end dates
i.e. 10016 Concert Hall Reno or NCAA34 Facilities

**Programs** – 3 digit numeric code i.e. 100 (Fall) and 101 (Spring)

**Class** – 4 digit numeric code i.e. 4716 Coronavirus COVID-19 Incident

All these codes help the campus identify financial information for reporting purposes when needed.
# Common Types of Funds

## Operating Fund (70000)
- **Source:** State General Fund appropriations, tuition revenue, & Student Fees
- **Use:** Majority of University Activity
- **Allocated by:** CSU Chancellor’s Office & Cabinet
- **Restrictions:** See Hospitality Guidelines, Travel Guidelines
- **Salary and Benefits Pools**

## Student Success & Tech Fee (SSETF: 70018-20)
- **Source:** Student Fees
- **Use:** Course expenses, instructionally related activities (intercollegiate athletics, radio stations, etc.), student success initiatives.
- **Allocated by:** CFAC
- **Restrictions:** See Hospitality Guidelines, Travel Guidelines
- **Benefits Pool**

## PaCE (Extended Education 48XXX, 49XXX, 50XXX)
- **Source:** Non-State Instruction Fees (Open U, Special Session, Intersession, etc.)
- **Allocated by:** CPGE
- **Use:** Non-State-supported degrees, certificates, credentials. Includes: Salaries & OE&E, incl. cost shares
- **Fewer Restrictions:** See Hospitality Guidelines, Travel Guidelines

## Other Trust (64XXX, 65XXX)
- **Allocated by designated fund owner**
- **Anything else that does not fit in the other categories; separates activity from other funds based Sources & Uses described in Trust Funds.**
- **Fewer Restrictions:** See Hospitality Guidelines, Travel Guidelines
Dept Level 2

VP/Provost

Dept Level 3

AVP/College

Dept Level 4

Department

Department

Department

Department

Dept Level 5

Department Unit
A list of commonly used expense accounts can be found on our website.

Accounts are grouped into Account Categories for a high level view of expenses. Below are examples of OE&E categories:
Reports may downloaded as an EXCEL file or as a CSV file.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount 1</th>
<th>Amount 2</th>
<th>Amount 3</th>
<th>Amount 4</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>613001 - Contractual Services</td>
<td>62,962.91</td>
<td>77,735.61</td>
<td>0.00</td>
<td>(14,752.70)</td>
<td>123%</td>
</tr>
<tr>
<td>613002 - FD &amp; O Services</td>
<td>103.00</td>
<td>0.00</td>
<td>0.00</td>
<td>(103.00)</td>
<td></td>
</tr>
<tr>
<td>616002 - IT Hardware</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>660001 - Postage And Freight</td>
<td>95.93</td>
<td>188.70</td>
<td>0.00</td>
<td>(92.77)</td>
<td>197%</td>
</tr>
<tr>
<td>660002 - Printing</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>660003 - Supplies and Services</td>
<td>1,949.85</td>
<td>1,949.85</td>
<td>0.00</td>
<td>0.00</td>
<td>100%</td>
</tr>
<tr>
<td>660009 - Training &amp; Professional Dev.</td>
<td>1,126.30</td>
<td>994.60</td>
<td>0.00</td>
<td>131.50</td>
<td>58%</td>
</tr>
<tr>
<td>660002 - Equipment Costing &lt;5000</td>
<td>3,708.38</td>
<td>3,708.38</td>
<td>0.00</td>
<td>0.00</td>
<td>100%</td>
</tr>
<tr>
<td>660903 - Parking Permit Charges.</td>
<td>131.50</td>
<td>0.00</td>
<td>0.00</td>
<td>(131.50)</td>
<td></td>
</tr>
</tbody>
</table>

| Total                                | 723.72   | 111,425.78| 0.00   | 111,425.78| 88%        |
| Total (CSU Operating Fund Total)     | 723.72   | 111,425.78| 0.00   | 111,425.78| 88%        |
| Grand Total                          | 723.72   | 111,425.78| 0.00   | 111,425.78| 88%        |
To drill down, hover over an amount in the MMB report, and click.

You will see all the related transactions with greater detail.
How much budget authority does this department have?

<table>
<thead>
<tr>
<th>Fund Fdescr</th>
<th>Account Fdescr</th>
<th>Current Budget</th>
<th>Actuals</th>
<th>Encumbrances</th>
<th>Balance Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>70000 - CSU Operating Fund</td>
<td>Department</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>604090 - Other Communication</td>
<td>110.00</td>
<td>0.00</td>
<td>(110.00)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>606001 - Travel-in State</td>
<td>8,600.00</td>
<td>195.40</td>
<td>8,404.60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>613001 - Contractual Services</td>
<td>355,000.00</td>
<td>0.00</td>
<td>355,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>613907 - Collection Cost</td>
<td>5,230.59</td>
<td>0.00</td>
<td>(5,230.59)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>616002 - IT Hardware</td>
<td>2,595.88</td>
<td>0.00</td>
<td>(2,595.88)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>618002 - Printing</td>
<td>4,380.71</td>
<td>0.00</td>
<td>4,380.71</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>650003 - Supplies and Services</td>
<td>33,716.07</td>
<td>0.00</td>
<td>(33,716.07)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>660009 - Training &amp; Professional Dev.</td>
<td>4,275.00</td>
<td>0.00</td>
<td>(4,275.00)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>367,986.71</td>
<td>55,446.91</td>
<td>4,386.71</td>
<td>308,153.09</td>
</tr>
</tbody>
</table>

MMB, Period 6
The department has a remaining **budget authority** of $308K left to spend.

**The formula for remaining budget authority is:**

\[
\text{Current Budget} - \text{Actuals} - \text{Encumbrances}
\]

\[
$367,986.71 - $55,446.91 - $4,386.71 = $308,153.09
\]

Encumbrance = The reserved portion of the budget created by the issuance or award of a Purchase Order/Contract.
The department should have budgeted amounts for every account they incur actual expenses to see if their forecasted expenses are on target.

### Sample Budget

<table>
<thead>
<tr>
<th>Fund Fdescr</th>
<th>Department</th>
<th>Account Fdescr</th>
<th>Current Budget</th>
<th>Actuals</th>
<th>Encumbrances</th>
<th>Balance Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>70000 - CSU Operating Fund</td>
<td></td>
<td>604000 - Other Communication</td>
<td>110.00</td>
<td></td>
<td></td>
<td>(110.00)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>606000 - Travel-in State</td>
<td>8,600.00</td>
<td>195.40</td>
<td></td>
<td>9,404.60</td>
</tr>
<tr>
<td></td>
<td></td>
<td>613000 - Contractual Services</td>
<td>355,000.00</td>
<td></td>
<td></td>
<td>355,000.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>613800 - Collection Cost</td>
<td>5,230.59</td>
<td></td>
<td></td>
<td>(5,230.59)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>616000 - IT Hardware</td>
<td>2,595.88</td>
<td></td>
<td></td>
<td>(2,595.88)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>616000 - Printing</td>
<td>4,386.71</td>
<td></td>
<td>4,386.71</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>660003 - Supplies and Services</td>
<td>33,716.07</td>
<td></td>
<td></td>
<td>(33,716.07)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>660009 - Training &amp; Professional Dev.</td>
<td>6,339.05</td>
<td></td>
<td></td>
<td>(6,339.05)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(484.62)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total</td>
<td>367,986.71</td>
<td>55,446.91</td>
<td>4,386.71</td>
<td>308,153.09</td>
</tr>
</tbody>
</table>

**Grand Total**

<table>
<thead>
<tr>
<th>Fund Fdescr</th>
<th>Department</th>
<th>Account Fdescr</th>
<th>Current Budget</th>
<th>Actuals</th>
<th>Encumbrances</th>
<th>Balance Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>70000 - CSU Operating Fund</td>
<td></td>
<td>Total</td>
<td>367,986.71</td>
<td>55,446.91</td>
<td>4,386.71</td>
<td>308,153.09</td>
</tr>
</tbody>
</table>

**MMB, Period 6**
• Monitor your fund balances throughout the year for any abnormal expenses and ensure you stay within your budget authority.

• Identify and communicate issues to department leadership.

• Accurately code financial transactions with the correct chartfield.

• Accurate financial data improves analysis and planning for future fiscal years.
Finance and Business Services Homepage: https://www.sjsu.edu/fabs/

Budget & Financial Management: Directory

FinanceConnect
Phone: 408-924-1558
Email: financeconnect@sjsu.edu
FinanceConnect Blog

FinanceConnect is available upon request to assist and train.
● What is an Encumbrance?
● Where do they come from?
● Why is it important to manage them?
● How to manage them?
● When Contracts and Procurement Services issue a purchase order, an encumbrance is created.

● A Purchase Order (PO)
  ○ is a result of a requisition submitted by department in FTS to order goods/services.
  ○ reserves funds (a.k.a. encumbered) for that request.
  ○ is a contract between SJSU and the supplier to purchase goods/services.
Department creates and approves Requisition in FTS.

Contracts & Procurement Svcs. issue a PO to Supplier in CFS.

Supplier receives PO to process and fulfills order.

Department receives the goods/services.

Supplier sends invoice to SJSU by mail or upload to e-Invoice.

Payment Svcs. receive and audit invoice.

Do invoice match PO? Are there enough funds in PO to pay invoice?

NO

Department responds to Payment Svcs. by completing requested action*.

YES

Payment Svcs. create a voucher in CFS for invoice.

End of Process

Does invoice match PO? Are there enough funds in PO to pay invoice?

NO

Does invoice match PO? Are there enough funds in PO to pay invoice?

YES

Is there a CFS Receipt or written approval from dept. to pay the invoice?

NO

Payment Svcs. email Department to take action*.

YES

Payment Svcs. issue payment to the supplier.

SJSU Business Conference – Encumbrance Management 164
Why is it Important to Manage Encumbrances?

- An Encumbrance
  - represents an open PO.
  - affects how much funds are available to the department.
  - cannot be used for other transactions.
  - with a balance at the end of fiscal year (June 30) will carry forward to the new fiscal year (July 1).
  - will remain open until one of the following action occurs
    - Payment Services voucher invoice(s) associated to PO.
    - Department submits a Change Order Request to reduce or close the PO.

- Contracts & Procurement Services do not modify POs without the department’s approval.
How to Manage Encumbrances?
How to Manage Encumbrances?

FTS (Approved) → CFS (PO issued) → CFS Data Warehouse

CFS Data Warehouse

- **Start here first!**
- Requires DeptID.
- Reports
  - Financial Summary as of Period (FSAP) or Manage My Budget (MMB)
  - Open PO Report (a supplemental report)

CFS

- Requires PO Number.
- Supplemental reports and info
  - CSU Remaining Balance
  - PO Life Cycle Report
  - Purchase Order Inquiry panel (not a report; a panel to get a quick view)
In Data Warehouse, departments can run either Financial Summary as of Period (FSAP) or Manage My Budget (MMB) report to identify balance available and reconcile transactions posted as of Month To Date.

- Current Budget minus Actuals minus Encumbrances equals Balance Available
- The amount in Encumbrances column can represent more than one PO.
  - Click the Encumbrances amount hyperlink to drilldown to view transactions that make up the total.
Drilldown of Encumbrances total in the **Financial Summary as of Period** report. Transaction details that make up the Encumbrance total $1,092.50 are displayed.

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Fiscal Year</th>
<th>Period</th>
<th>Accounting Date</th>
<th>Doc ID</th>
<th>Doc Src Desc</th>
<th>Doc Ln Desc</th>
<th>Amount</th>
<th>Account Fac No</th>
<th>Fund Desc</th>
<th>Dept Desc</th>
<th>Prog Class</th>
<th>Class Desc</th>
<th>Project Desc</th>
</tr>
</thead>
<tbody>
<tr>
<td>SJ000 - San Jose State University</td>
<td>2018</td>
<td>1</td>
<td>08/23/2019</td>
<td>300011</td>
<td>VCH - AP Voucher Accounting</td>
<td>(8,014.11)</td>
<td>SJ000 - IT Software</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SJ000 - San Jose State University</td>
<td>2018</td>
<td>2</td>
<td>08/25/2019</td>
<td>300012</td>
<td>ENC - Encumbrance Activity from a PO</td>
<td>8,141.11</td>
<td>SJ000 - IT Software</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SJ000 - San Jose State University</td>
<td>2018</td>
<td>12</td>
<td>08/29/2018</td>
<td>YE087041</td>
<td>YEE - Year End Eats Accruals Journals</td>
<td>(1,147.13)</td>
<td>SJ000 - 200000000-0000-0001</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SJ000 - San Jose State University</td>
<td>2018</td>
<td>12</td>
<td>07/08/2019</td>
<td>300013</td>
<td>ENC - Encumbrance Activity from a PO</td>
<td>1,692.50</td>
<td>SJ000 - 300000000-0000-0001</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SJ000 - San Jose State University</td>
<td>2018</td>
<td>12</td>
<td>07/08/2019</td>
<td>300013</td>
<td>ENC - Encumbrance Activity from a PO</td>
<td>1,147.13</td>
<td>SJ000 - 300000000-0000-0001</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Grand Total**: 1,092.50
Example of **FSAP** or **MMB** summary page *without* any Actuals or Encumbrances activity.

**Current Budget** minus Actuals minus Encumbrances equal **Balance Available**

<table>
<thead>
<tr>
<th>Fund Fdescr</th>
<th>Dept Fdescr</th>
<th>Acct Fdescr</th>
<th>Class Fdescr</th>
<th>Project Fdescr</th>
<th>Prog Fdescr</th>
<th>Current Budget</th>
<th>Actuals</th>
<th>Encumbrances</th>
<th>Balance Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>70000 - CSU Operating Fund</td>
<td>1xxx - DeptName</td>
<td>616003 - IT Software</td>
<td>- -</td>
<td>- -</td>
<td>- -</td>
<td>13,100.00</td>
<td>0.00</td>
<td>0.00</td>
<td>13,100.00</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>13,100.00</td>
<td>0.00</td>
<td>0.00</td>
<td>13,100.00</td>
</tr>
</tbody>
</table>
Examples of how PO activity displays in the main FSAP or MMB summary page.

Current Budget minus Actuals minus Encumbrances equal Balance Available

<table>
<thead>
<tr>
<th>Fund Dscrs</th>
<th>Dept Dscrs</th>
<th>Acct Dscrs</th>
<th>Class Dscrs</th>
<th>Project Dscrs</th>
<th>Prog Dscrs</th>
<th>Current Budget</th>
<th>Actuals</th>
<th>Encumbrances</th>
<th>Balance Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>70000-CSU Operating Fund</td>
<td>1xxx-DeptName</td>
<td>616003-IT Software</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>13,100.00</td>
<td>0.00</td>
<td>1,092.50</td>
<td>12,007.50</td>
</tr>
<tr>
<td>Grand Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>13,100.00</td>
<td>0.00</td>
<td>1,092.50</td>
<td>12,007.50</td>
</tr>
</tbody>
</table>

Example 1: Encumbrance - When a PO is issued. No vouchers or payment made to supplier.

PO total is $1,092.50.

Example 2: PO is paid in full.

Example 3: PO is partially paid.
- **Open PO Report**
  - A supplemental report.
  - Displays PO encumbrances only.
  - Gives PO line number and remaining balance for it.
  - Open PO Amount includes tax, if it’s on PO.

<table>
<thead>
<tr>
<th>Fund Descr</th>
<th>Dept Descr</th>
<th>Acct Descr</th>
<th>Doc ID</th>
<th>Doc Ln #</th>
<th>Doc Ln Descr</th>
<th>Supplier Descr</th>
<th>Open PO Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>75000 - Software Services</td>
<td>1600 - IS</td>
<td>616003 - IT Software</td>
<td>300003</td>
<td>4</td>
<td>UPS Trackpad Desktop Software</td>
<td>CARDINAL TRACKING INC</td>
<td>1,092.50</td>
</tr>
<tr>
<td>619001 - Equipment - Non-Instructional</td>
<td>300003</td>
<td>2.00</td>
<td>ANNUAL METER RENTAL 6 months</td>
<td>NEOPOST INC</td>
<td>622.73</td>
<td></td>
<td></td>
</tr>
<tr>
<td>300003</td>
<td>3.00</td>
<td>SOFTWARE SUPPORT 6 months of</td>
<td>NEOPOST INC</td>
<td>281.87</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>300003</td>
<td>4.00</td>
<td>IS-5500 POSTAL MOJ DWP PKCI</td>
<td>NEOPOST INC</td>
<td>3,603.50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>300003</td>
<td>1.00</td>
<td>Toyota model BFG013 internal c</td>
<td>TOYOTA MATERIAL HANDLING</td>
<td>28,693.42</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>660003 - Supplies and Services</td>
<td>300003</td>
<td>1.00</td>
<td>SUPPLY BLANKET ORDER FOR SAFET</td>
<td>BECKS SHOES INCORPORATED</td>
<td>535.49</td>
<td></td>
<td></td>
</tr>
<tr>
<td>300003</td>
<td>1.00</td>
<td>BLANKET ORDER FOR DISTRIBUTION</td>
<td>VOYAGER FLEET SYSTEMS</td>
<td>1,024.28</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>37,086.92</td>
</tr>
</tbody>
</table>

Grand Total: 37,086.92
- Drilldown of PO in **Open PO Report** displays the transaction details for it.
● CFS
  ○ Offers supplemental reports.
  ○ Must know PO Number.
  ○ Reports available
    ■ CSU PO Remaining Balance Inq
    ■ PO Life Cycle Report
    ■ PO Inquiry panel
● CSU PO Remaining Balance Inquiry
  ○ Provides a quick look at activity and remaining balance for PO
  ○ Enter Business Unit: SJ000 and PO Number.
• CSU PO Remaining Balance Inq
  ○ This inquiry will show you any remaining balance as well as all encumbrances and vouchers that have been paid against this purchase order.
  ○ Includes the Accounting Period/Fiscal Year transaction was posted in.
  ○ To print this for your records, click on the Printer icon.
  ○ Then go to Process Monitor to print the PDF or save a copy.
PDF report of the **CSU PO Remaining Balance Inquiry**.

| No | In | Sch | Dist | Tran | Type       | Amount | Voucher | Acct  | Fund | Dept | Prog | Class | Project | GL | Unit  | AP | FY   | Tran ID | PO Close | Stat | Val |
|----|----|-----|------|------|------------|--------|---------|-------|------|------|------|-------|--------|--------|------|-------|------|------|--------|----------|------|-----|
| 1  | 1  | 1   | 1    | 1    | PO_POENC  | 2,000.00| 660003  | 7     | 1    |      |      |        |        | 4158   |      |      |      |      |        | N        |
| 2  | 1  | 1   | 1    | 1    | PO_POENC  | 0.00   | 660003  | 7     | 1    |      |      |        |        | 4158   |      |      |      |      |        | N        |
| 3  | 1  | 1   | 1    | 1    | REVERSAL  | -2,000.00| 00386943| 660003 | 7     | 1    |      |        |        | 4158   |      |      |      |      |        | N        |

**Subtotal:** 0.00

**Remaining Balance:** 0.00
• **CSU PO Life Cycle Report**
  ○ Select Purchase Order radio button.
  ○ Enter Business Unit: SJ000 and PO Number.
  ○ Click **Run** and then **Report Manager** to retrieve report.
- PDF of CSU PO Life Cycle Report
- Displays entire PO activity from Requisition, PO, Receipt, and Vouchers/Payments
● **Purchase Order Inquiry panel**
  ○ Gives a quick view of a PO.
  ○ Navigation: Main Menu > NavBar > Navigator > Purchase Orders > Review PO Information > Purchase Orders
  ○ Enter Business Unit: SJ000 and PO ID (Number). Click Search.
- **Purchase Order Inquiry** page displays.
- Panel information includes Supplier, PO Status, and Encumbrance Balance, PO line information and status.
### Purchase Order Activity

- Click on **Activity Summary** to view Receipt and Invoice information.

---

**Purchase Order Inquiry**

**Purchase Order**

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>SJ000</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO Date</td>
<td>08/18/2020</td>
</tr>
<tr>
<td>Supplier Name</td>
<td>LOOM-001</td>
</tr>
<tr>
<td>Supplier ID</td>
<td>0000025004</td>
</tr>
<tr>
<td>Buyer</td>
<td>McCall,Karen</td>
</tr>
<tr>
<td>PO Reference</td>
<td>WR0000000111</td>
</tr>
</tbody>
</table>

**Supplier Details**

- Header Details
- All RTV
- Matching

**Activity Summary**

- Business Unit: SJ000
- PO Status: Dispatched
- Supplier Location: MAI

**Lines**

<table>
<thead>
<tr>
<th>Line</th>
<th>Line Details</th>
<th>Item</th>
<th>Item Description</th>
<th>UOM</th>
<th>Amt invoiced</th>
<th>Currency</th>
<th>Un-invoiced Amount</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>1</td>
<td>Armored Car Service for the Bu</td>
<td>EA</td>
<td>1,749.87</td>
<td>USD</td>
<td>10,250.13</td>
<td>USD</td>
</tr>
</tbody>
</table>

**Additional Information**

- **Merchandise Amount**: $12,000.00
- **Merchandise Receipt**: $0.00
- **Merchandise Returned**: $0.00
- **Merchandise Invoice**: $1,749.87
- **Merchandise Matched**: $1,749.87

---

SJSU Business Conference – Encumbrance Management
● Purchase Order Inquiry
  ○ Click on **Document Status** to view PO history (Req, PO, Receipt, and Vouchers)
Change Order Request for PO Encumbrance
• Change Order Request is the proper method for a department to have Contracts and Procurement Services to modify, close, or cancel a PO.
• An online form completed by department in FTS.
Reasons to modify a PO (Increase/Decrease)
- Not enough or too much funds in a blanket order.
- Need to increase/decrease quantity for an item.
- Price change for goods/services.

When preparing a Change Order to modify a PO
- Identify how much to increase/decrease for quantity or amount
- If it’s a blanket order, how much to increase/decrease to cover purchases until the end of fiscal year.
Reasons to close or cancel a PO or a PO Line

- Prior fiscal year blanket order PO.
  - Blanket POs are valid for one fiscal year.
- Department cancelled goods/services with supplier.
- Purchase made after PO was issued using an alternate process such as ProCard.

To **close** or **cancel**?

- Close if PO has been partially paid.
- Cancel if PO has not been paid at all.
● Close or Cancel a PO
  ○ Questions to ask when preparing to close/cancel
    ■ Were goods/services received?
    ■ Were invoice(s) paid?
  ○ If **YES** to both questions, then submit a Change Order Request to close PO.
  ○ If **NO or unsure**, then research the PO activity and ask
    ■ Were goods obtained through another purchasing process (e.g. ProCard or Employee Reimbursement) after PO was issued?
    ■ Did the order get cancelled or returned?
    ■ Did the supplier send an invoice?
    ■ Was there a price change for goods/services?
    ■ Is item on backorder or service delayed?
PO Change Order Request is in FTS.
### PUR Change Order Request

**Department Information**

<table>
<thead>
<tr>
<th>CD Requester Name</th>
<th>CD Requester Email</th>
<th>CD Requester Phone</th>
<th>CD Request Date</th>
<th>CD Approval Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Purchase Order Information**

<table>
<thead>
<tr>
<th>Purchase Order ID</th>
<th>Supplier Name</th>
<th>Supplier ID</th>
<th>Requisition ID</th>
<th>Requisition Status</th>
<th>Purchase Order Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Action Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repercussion and Additional Details</td>
</tr>
</tbody>
</table>

**Add a Line**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item ID</th>
<th>Item Name</th>
<th>Description</th>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Program</th>
<th>Class</th>
<th>Project</th>
</tr>
</thead>
</table>

**Change Existing Lines**

- Change Type: [ ]
- Line #:
- Qty From:
- Qty To:
- Unit Price From:
- Unit Price To:
- Date From:
- Date To:
- Reduce By:

**Change Order Backup Documents**

- Change Order Approval Doc
- Approval PUR Change Order Backup Doc

**SJSU Business Conference – Encumbrance Management**

190
### Department Information

<table>
<thead>
<tr>
<th>CO Requestor Name</th>
<th>CO Requestor Email</th>
<th>CO Requestor Phone</th>
<th>CO Request Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amy Ma Chan</td>
<td><a href="mailto:amy.chan@sjsu.edu">amy.chan@sjsu.edu</a></td>
<td></td>
<td>06/15/2021 03:55:33 PM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CO Approver Name</th>
<th>CO Approver Email</th>
<th>CO Approval Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Purchase Order Information

<table>
<thead>
<tr>
<th>Purchase Order ID</th>
<th>Supplier Name</th>
<th>Supplier ID</th>
<th>Dept Approver</th>
<th>Dept Approver Email</th>
<th>Department ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>$000004</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requisition ID</th>
<th>Buyer ID</th>
<th>Purchase Order Type</th>
<th>Purchase Order Status</th>
<th>Purchase Order Amount</th>
<th>Purchase Order Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>WR00000000</td>
<td></td>
<td>RO</td>
<td>D-DISPATCHED</td>
<td>$95,000</td>
<td>$389,828.81</td>
</tr>
</tbody>
</table>

Purchase Order Status: **D-DISPATCHED**
### Action Requested

#### Request Summary and Additional Details

- [Blank field for request summary and additional details]

### Add a Line

<table>
<thead>
<tr>
<th>Quantity</th>
<th>UOM</th>
<th>Unit Price</th>
<th>Ext. Adj.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

### Change Existing Line(s)

<table>
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<th>Change Type</th>
<th>Line #</th>
<th>Qty From</th>
<th>Qty To</th>
<th>Unit Price From</th>
<th>Unit Price To</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

- [Option to cancel the entire PO if the PO must have no activity. Buyers cannot cancel any part of order that has been received, invoiced and/or paid.]

### Change Order Backup Document(s)

- PUR Change Order Backup Doc:

  - [Attach PUR Change Order Backup Doc]

### Submit

- [Submit button]
● Encumbrance management
  ○ Should be completed frequently throughout the fiscal year.
  ○ Don’t wait until the end of the fiscal year to take action.
● Encumbrances are reserved for goods/services listed on PO.
  ○ You can’t use encumbrances towards other expenses.
● Complete Change Order Request to modify or close/cancel a PO.
● Tools available for encumbrance management.
● Utilize supplemental reports in Data Warehouse or CFS to help you research open POs.
Help is available


Website - https://www.sjsu.edu/fabs

Blog - http://blogs.sjsu.edu/financeconnect/

Contact us!
  ● Email - financeconnect@sjsu.edu
  ● Phone - 4-1558
Thank you!