Spring 2021 What’s Up?

- All participants are muted
- Please use Q&A window to ask questions
- Session will be recorded
Welcome and General Updates
Strategic Sourcing Updates
Year End Deadlines
Distribution and Asset Services Updates
Budget and Financial Management Updates
New Website
FTS Enhancements
Commercial Services Updates
Questions
WELCOME AND GENERAL UPDATES

Marna Genes, Senior AVP of Finance
Kathleen Prunty, AVP of Business Services
ANNOUNCEMENT
New Leadership Team

• Director Accounting Services - Julie Do
• AVP Budget Planning and Administration - Michael Renzi

Promotions

• Assistant Bursar - Jen Kraskouskas
• University Risk Manager - Marla Perez

Retirements

• Assistant Director Accounting Services - Trang To
Transparency & Accountability

The California State University is committed to ensuring that the citizens of California know how the CSU conducts business. To that end, the system strives to be accountable in all its dealings with students, faculty, staff, the community and businesses. This means sharing and updating information and making it readily available to the public.

Financial Transparency Portal

The CSU has partnered with OpenGov to help you explore the CSU’s finances by year, campus and fund.

Financial Statements
Documents from the 1990s through the most recent fiscal year can be found here.

Internal Audit Reports
Find reports for a wide variety of departments—from Accounting to Title IX Compliance.

Contracts
See a list of vendor contracts and contract award data for every CSU campus and the Chancellor’s Office.

Student Success Fees
These are specific fees assessed by 12 CSU campuses to help us provide services to students.

Accessible Technology
The CSU is committed to ensuring that the system’s programs, services and activities are accessible to all students, faculty, staff and the general public.

Conflict of Interest Code
The Chancellor’s Policy on Business Interests requires employees in designated positions to file an official Statement of Economic Interest to inform the annual State, and the CSU employees individually themselves from participating in decisions in which they have a personal financial interest.
STRATEGIC SOURCING UPDATES

SARA BONAKDAR, DIRECTOR OF STRATEGIC SOURCING

KIM GAMBLIN, ASSOCIATE DIRECTOR OF P2P
Things to Consider for a Requisition:

- Required Approvals for Equipment for Home Use
- Bid Thresholds (Reqs equal to or greater than $50k)
  - Scope of Work
- Quote for Goods or Services
- Contract Negotiations
- Certificate of Insurance
- E&IT - TRIA Submission & Approval
- [Facility Use and Special Events](#) approval for on Campus Events
- Furniture, Fixtures & Equipment - FD&O Approval

Reference: [Additional Special Approvals](#)
When submitting a requisition, include your desired “due dates” and please consider the processing time.

<table>
<thead>
<tr>
<th>Amount of Requisition</th>
<th>Req to PO Processing time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under $10k</td>
<td>Less than Two Weeks</td>
</tr>
<tr>
<td>Between $10k and $50k</td>
<td>Less than Four Weeks</td>
</tr>
<tr>
<td>Greater than $50k</td>
<td>Approximately Six to Eight Weeks</td>
</tr>
</tbody>
</table>

Shipping Information:
- Ship to: 048-RCVNG
- Desired Due Date: 3/12/2021
<table>
<thead>
<tr>
<th>Cut-Off Date</th>
<th>Transaction</th>
<th>Description</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday April 19</td>
<td>E&amp;IT Requisitions</td>
<td>All Electronic &amp; Information Technology (E&amp;IT) requisitions, regardless of dollar amount, must be fully approved in FTS by this date. E&amp;IT is any information technology equipment or interconnected system or subsystem of equipment that is used in the electronic creation, conversion, or duplication of data.</td>
<td>Strategic Sourcing - Contracts &amp; Procurement Services</td>
</tr>
<tr>
<td>Monday May 3</td>
<td>Requisitions over $50k</td>
<td>Requisitions for items requiring formal bidding must be fully approved in FTS by this date.</td>
<td>Strategic Sourcing - Contracts &amp; Procurement Services</td>
</tr>
<tr>
<td>Tuesday May 11</td>
<td>Furniture</td>
<td>Requisitions for furniture purchases, including those for freestanding furniture, modular panel systems, modular components and related design services, must be fully approved in FTS by this date. FD&amp;O permit may be required.</td>
<td>Strategic Sourcing - Contracts &amp; Procurement Services</td>
</tr>
<tr>
<td>Tuesday May 18</td>
<td>GoCard Charges</td>
<td>Last day of the credit card statement periods for GoCard and Procurement Card purchases against 2020-21 funds. Charges incurred after these dates will be expensed in 2021-22. Note: Items charged close to the last day of statement period may not be included in the current fiscal year. Posting date is dependent on the suppliers’ processing dates.</td>
<td>Strategic Sourcing - Payment Services</td>
</tr>
<tr>
<td></td>
<td>ProCard Charges</td>
<td></td>
<td>GoCard</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Jasmine Velazquez</td>
</tr>
<tr>
<td></td>
<td>Blanket Orders &amp; Service</td>
<td>Final day to purchase against commodity blanket orders and non-scheduled service blanket orders (e.g. computer repair, vet services, etc.).</td>
<td>Strategic Sourcing - Contracts &amp; Procurement Services</td>
</tr>
<tr>
<td>Orders</td>
<td>Requisitions</td>
<td>Purchase requisitions for items not requiring formal bidding must be fully approved in FTS by this date. This will allow time to issue contracts or purchase orders prior to the fiscal year-end closing.</td>
<td>Strategic Sourcing - Contracts &amp; Procurement Services</td>
</tr>
<tr>
<td>Friday June 4</td>
<td>Change Order Requests</td>
<td>Final submission date to increase/decrease blanket order and service order dollar amounts. Departments are encouraged to liquidate stale encumbrances.</td>
<td>Strategic Sourcing - Contracts &amp; Procurement Services</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
<td>Details</td>
<td>Contact</td>
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<td>------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>Friday</td>
<td>Travel Reimbursements, Direct Payment &amp; Employee Reimbursement Requests, and e-Invoices</td>
<td>Travel Reimbursements, Direct Payment and Employee Reimbursement requests must be fully approved in FTS by this date. Submit PO invoices via e-Invoice website with approval to pay or receipt information when required. Please respond quickly to requests for approval or receiving.</td>
<td>Jasmine Velazquez</td>
</tr>
<tr>
<td>June 11</td>
<td></td>
<td></td>
<td>Tammy Bakhshizadeh</td>
</tr>
<tr>
<td>Monday</td>
<td>Purchase Order</td>
<td>Final day to close all prior and current year Purchase Orders (unless specifically asked to keep open)</td>
<td>Strategic Sourcing - Contracts &amp; Procurement Services</td>
</tr>
<tr>
<td>June 21</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Monday</td>
<td>Check Run</td>
<td>Last Payment Services check processing for FY20-21</td>
<td>Strategic Sourcing - Payment Services &amp; Finance Support</td>
</tr>
<tr>
<td>June 28</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
BEST PRACTICES, REMINDERS & STAFFING UPDATES
• We encourage departments to regularly their Open PO Report. This becomes an increasingly important practice before the end of the Fiscal Year (FY).

• Identify POs that have a remaining balance, but the services and/or goods have been received.

• Once POs are identified, please submit all invoices towards your existing POs as soon as possible to Payment Services to ensure all current year transactions are paid towards the appropriate FY.

• If all invoices have been paid and you still have a remaining balance, please enter a Change Order to close each applicable PO.
- A **new requisition** should be entered for **each applicable FY** goods and/or services are received.
- FY 21-22 transactions cannot be paid on FY 20-21 Purchase Orders.
- Contracts & Procurement Services staff will also be reaching out to close out qualifying POs. A deadline for PO close will be provided.
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.
April 6, 2020

To: Kim Gamblin
   Associate Director, Procurement to Payment Services

CC: Sara Bonakdar
    Director, Strategic Sourcing

From: Kathleen Prunty
   Associate Vice President, Business Services

Subject: Delegation of Authority - Purchase Orders & Contracts

Sr. Associate Vice President, Maria Genes, 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, Director, Strategic Sourcing; 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 $1,500,000 (EO 775, ICSUAM 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, ICSUAM 3000); (4) Internship Agreements/University Organization Agreements (UOA) (EO 1064); (5) Facility Use Agreements; and (6) Intercollegiate Athletic Contracts with a limit of authority to $1,500,000 (ICSUAM 1000), in accordance with the provisions listed in the EO and ICSUAM references above.

Accepted: Kim Gamblin
   Date: 4/7/2020

Kim Gamblin
   Associate Director, Procurement to Payment Services
New Team Member

- Contract Specialist - Mike Hoke
YEAR END DEADLINES

JULIE DO, DIRECTOR OF ACCOUNTING SERVICES
### Important Note:
Transactions or requests received by the cut-off dates allow for normal processing times and inclusion within fiscal year 2020-21. Any items received after the cut-off dates will be processed as time allows.

<table>
<thead>
<tr>
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</tbody>
</table>
## 2020 Year End Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Details</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday</td>
<td>Requests for CPO</td>
<td>Last day to request a Cash Posting Order (CPO)</td>
<td>Tam Vu</td>
</tr>
<tr>
<td>June 10</td>
<td>Travel Reimbursements, Direct Payment &amp; Employee Reimbursement</td>
<td>Travel Reimbursements, Direct Payment and Employee Reimbursement requests must be fully approved in FTS by this date. Submit PO invoices via e-Invoice website with approval to pay or receipt information when required. Please respond quickly to requests for approval or receiving.</td>
<td>Strategic Sourcing - Payment Services</td>
</tr>
<tr>
<td>Friday</td>
<td>Travel Reimbursement Requests, and e-Invoices</td>
<td>Travel Reimbursement Requests, and e-Invoices</td>
<td>Jasmine Velazquez</td>
</tr>
<tr>
<td>June 11</td>
<td>Department Chargebacks and Billing Requests to Outside Customers</td>
<td>Cut-off for billing uploads, Facilities, UPD, copier meter readings, and postage charges. Charges will be posted by June 24th.</td>
<td>Debbie Vongamath</td>
</tr>
<tr>
<td>Thursday</td>
<td>Petty Cash Reimbursements</td>
<td>Final submission date for Petty Cash reimbursements. Expenses submitted for reimbursement after this date will be charged to 2021-2022 regardless of when the actual expense was incurred.</td>
<td>Cashiering Services</td>
</tr>
<tr>
<td>June 18</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## 2020 Year End Deadlines

<table>
<thead>
<tr>
<th>Day</th>
<th>Task</th>
<th>Description</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, June 21</td>
<td>Purchase Order</td>
<td>Final day to close all prior and current year Purchase Orders (unless specifically asked to keep open)</td>
<td>Strategic Sourcing - Contracts &amp; Procurement Services</td>
</tr>
<tr>
<td>Friday, June 25</td>
<td>Budget &amp; Expense Journals</td>
<td>FTS budget and expense journals and HR expense journals must be fully approved by this date to post in 2020-21.</td>
<td>Budget &amp; Financial Management</td>
</tr>
<tr>
<td>Monday, June 28</td>
<td>Check Run</td>
<td>Last Payment Services check processing for FY20-21</td>
<td>Strategic Sourcing - Payment Services &amp; Finance Support</td>
</tr>
<tr>
<td>Wednesday, June 30</td>
<td>Deposits</td>
<td><strong>Deadline</strong> is 3:00PM on this last day to make cash and check deposits in the Bursar’s Office.</td>
<td>Cashiering Services</td>
</tr>
</tbody>
</table>

Contact Information: Please contact individuals or departments as shown above, or FinanceConnect at 4-1558. See Finance and Business Services contacts by Service area.
The following activities need to be performed to properly reflect all business transactions for the fiscal year 2020-2021:

- Accrue for revenue or expenses incurred but not yet recorded
- Defer revenues received in the current year that relate to the next fiscal year
- Record a prepaid for expenses posted in the current year that relate to the next fiscal year
YEAR-END CLOSE - BEST PRACTICES

• Communicate the year-end deadlines in advance
• Robust YE Master Schedule with over 245 tasks
• Planning and coordination meetings with departments to address questions and concerns
• Review and clear reconciliation issues
• Regular communication with Chancellor’s Office and utilization of CO resources for questions, assistance, and training
DISTRIBUTION AND ASSET SERVICES UPDATES
SONJA BOWSKY, DISTRIBUTION AND ASSET SERVICES MANAGER
Physical Inventory – FY 2018/19 Results
Physical Inventory – FY 2021/22
New Tracking System: SqBx
Intercampus and USPS Mail
In April 2019, an outside vendor, HCA, came to SJSU to conduct our tri-annual Physical Inventory.

They had 3 representatives going from building to building, from campus to off-campus locations looking for SJSU tagged assets.

Here are the results...
## Results

<table>
<thead>
<tr>
<th>Assets</th>
<th>Count</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2,046</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1,498</td>
<td>75%</td>
</tr>
<tr>
<td></td>
<td>287</td>
<td>13%</td>
</tr>
<tr>
<td></td>
<td>261</td>
<td>12%</td>
</tr>
</tbody>
</table>
What was the value of those missing assets?

$3,968,961.37
261 Assets

125 assets were located after additional research
- moved to new locations in same department
- transferred to other departments

136 assets removed from inventory (6.6% of the 2,046 assets)
- auctioned / traded-in
- discarded / e-waste
- donated
- unaccounted for

10 were not assets
- duplicate entries
- services rendered
- split purchases

Documentation was provided at the time of disposal for a few of these assets, but not for all.
The Property Survey Report is used to update the status of University property.

**Examples**
- Auctions
- Disposals
- Donations
- Errors
- Trade-Ins
- Transfers

### Department Information

<table>
<thead>
<tr>
<th>Department</th>
<th>Report Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name</td>
<td>Phone</td>
</tr>
<tr>
<td>Contact Email</td>
<td>Building/Room</td>
</tr>
</tbody>
</table>

### Disposition Codes

For each item listed, please designate action requested from the disposition codes below:

1. Trade-In
2. Public Surplus (May be utilized by other department or sold)
3. Junked (Unsafe for future utilization)
4. Lost
5. Stolen
6. Destroy (As by fire, etc.)
7. Salvage (Beyond economical repair)
8. Defective
9. Donate
10. Error
11. Property reutilization – general service & department transfer to:

### Property Items

<table>
<thead>
<tr>
<th>Description, Model, or Serial #</th>
<th>Property Tag Number</th>
<th>Original Cost</th>
<th>Location</th>
<th>Date of Purchase</th>
<th>Disposition Code</th>
</tr>
</thead>
</table>
The next Physical Inventory (PI) will...

• run from Jul 1, 2021 through Feb 28, 2022 (33 weeks)
• account for approx. 2,450 assets
• involve 200+ departments
• seek to verify 75 assets/week
• be performed by our Property Coordinator, John Munn

2-4 weeks before a department is scheduled to be inventoried, a list of expected assets will be provided to the Department’s Property Custodian providing ample time to look for them.
Coming soon… May 2021

Distribution Services is replacing its current tracking system. The new system will be more robust than its predecessor.

Internally, **Distribution** will have the ability to:
- run a wide range of reports
- communicate to drivers by tagging a tracking number with an alert
- automatically generate emails for special packages like chemicals or temperature controlled items when they are received

Externally, **Departments** will have the ability to:
- search for packages using the tracking number
- see if a package is out for delivery
- see who in the department signed for a delivered package
- request a pickup from their department
- alert Distribution Services of a special package handling request

**We will be offering training to familiarize the departments with the program!**
If someone from your department is on campus and is authorized to pick up mail from Distribution Services or to receive it in your location, please call (408) 924-1593 to make delivery/pickup arrangements.

We have Intercampus and USPS mail that we have been holding for the following extended zip codes.

<table>
<thead>
<tr>
<th>0007</th>
<th>0088</th>
<th>0186</th>
</tr>
</thead>
<tbody>
<tr>
<td>0011</td>
<td>0092</td>
<td>0193/0194/0198</td>
</tr>
<tr>
<td>0020</td>
<td>0093</td>
<td>0196</td>
</tr>
<tr>
<td>0031</td>
<td>0094</td>
<td>0248</td>
</tr>
<tr>
<td>0032</td>
<td>0096</td>
<td>0249</td>
</tr>
<tr>
<td>0050</td>
<td>0112</td>
<td>0276</td>
</tr>
<tr>
<td>0062*</td>
<td>0124</td>
<td></td>
</tr>
</tbody>
</table>
BUDGET AND FINANCIAL MANAGEMENT UPDATES

MIKE RENZI, AVP OF BUDGET PLANNING AND ADMINISTRATION
What is “HEERF”

- Commonly known as “CARES ACT”
- Higher Education Emergency Relief Fund
- Applicable to all HEERF allocations to date (CARES/CRRSAA/ARPA)

What is “NEW” with “HEERF”

- Supplants much of the previous HEERF guidance prior to Jan 14
- Updates definitions on the interpretation of “Lost” Revenue (FAQ)
- Notice of Interpretation for Period of Allowable Expenses
- Period of Allowable Expenses for Higher Education
<table>
<thead>
<tr>
<th></th>
<th>AKA</th>
<th>AWARDED</th>
<th>RECEIVED</th>
<th>SPENT / COMMITTED</th>
<th>DEADLINES</th>
</tr>
</thead>
<tbody>
<tr>
<td>SJSU</td>
<td>CARES</td>
<td>5/31/2020</td>
<td>$31,001,938</td>
<td>$31,001,938</td>
<td>2/15/2022</td>
</tr>
<tr>
<td></td>
<td>CRRSAAA</td>
<td>2/16/2021</td>
<td>$49,792,755</td>
<td>$36,471,931</td>
<td>2/15/2022</td>
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<tr>
<td></td>
<td>HEERF III</td>
<td>TBD</td>
<td>$88,444,758</td>
<td>$47,998,065</td>
<td>9/30/2023</td>
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<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>Remaining:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$169,239,451</td>
<td></td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>$115,471,934</td>
<td></td>
</tr>
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<td></td>
<td></td>
<td></td>
<td>$53,767,517</td>
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</tr>
</tbody>
</table>
Two Processes:

1. Proposal Process:
   a. Strategic, close nexus to COVID, wide impact.
   b. Project Approval Form (PAF) via Division Budget Office

1. Reimbursement Process:
   a. Expenses from direct impact of COVID not earlier submitted on a strategic proposal.

** ALL REQUESTS NEED TO BE ROUTED THROUGH THEIR DIVISION BUDGET OFFICE, AND APPROVED BY THEIR RESPECTIVE VICE PRESIDENT.**

Resource: [https://www.sjsu.edu/fabs/about/committees.php](https://www.sjsu.edu/fabs/about/committees.php)
What are your questions on HEERF?
NEW WEBSITE AND FTS ENHANCEMENTS

SHAUNA RIOS, DIRECTOR OF FINANCE SUPPORT AND INNOVATION
NEWLY LAUNCHED WEBSITES

• Finance and Business Services
  - sjsu.edu/fabs not sjsu.edu/finance
• Bursar’s Office
  - sjsu.edu/bursar
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.
Come explore with us!

- Overview sessions
  - Wednesday, April 14th 10:00am
  - Friday, April 16th 3:30pm

Register for a Session
Next Fiscal Year Button

- Requisitions only
- Applies June 14th
Important Reminder

PaCE funds (48xxx) may only be used for the support and development of self-support programs. Please refer to the PaCE guidelines for more information.

Reminder - **PaCE Funds Documentation**

- Required for all transaction types
- Displays when saving transactions with PaCE fund(s) entered in chartfield
- Available in FTS for new fiscal year
COMMERCIAL SERVICES UPDATES
RAYMOND LUU, ASSOCIATE DIRECTOR OF COMMERCIAL SERVICES
In order to support a continuing re-opening in line with county ordinances, we are keeping with a range of options for appropriate distancing, we’ve classified solutions into a three-tier model. We have created this plan for the **SAN JOSE STATE UNIVERSITY** with social distancing approached within the first tier, and retain the ability to evolve as necessary. The impact to service models, required equipment, hours of operation, safety enhancements, menu modifications and a plan for student and parent communications is outlined. The basic safety standards will not vary, but will be used across all campus venues.

<table>
<thead>
<tr>
<th>Tier</th>
<th>Distance</th>
<th>Meals</th>
<th>Seating</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIER 3</td>
<td>LEAST DISTANCING</td>
<td>Served by associate</td>
<td>Limited seating</td>
</tr>
<tr>
<td>TIER 2</td>
<td>MID DISTANCING</td>
<td>Packaged meals</td>
<td>Limited seating</td>
</tr>
<tr>
<td>TIER 1</td>
<td>MOST DISTANCING</td>
<td>Take-away only</td>
<td></td>
</tr>
</tbody>
</table>
DINING NEWS

STARBUCKS COFFEE
boost
PANDA EXPRESS
GOURMET CHINESE FOOD
THE HALAL SHACK
BURGER 408
QUESTIONS?

SAN JOSE STATE UNIVERSITY powering SILICON VALLEY