

Cal State Fullerton

IRA Transition Meeting

Stateside Transition

September 7, 2023

8:30 am – 10:00 am

SGMH 3230 (CBE-O'Brien Room)



Cal State **Fullerton**

Introduction and Welcome

Presented by: VP Porter and VP Dabirian



Agenda

IRA Transition Meeting

- ACADEMIC AFFAIRS
- IRA-ASI
- BUDGET
- ACCOUNTING SERVICES
- PROCUREMENT SERVICES
- ACCOUNTS PAYABLE
- TRAVEL
- STUDY ABROAD
- RISK MANAGEMENT
- HUMAN RESOURCES
- POSITION MANAGEMENT
- PROCESSING TIMELINES
- DEPARTMENT CONTACTS AND RESOURCES

Cal State **Fullerton**

Academic Affairs

Presented by: Alyssa Adamson

CSUE | DIVISION OF
Academic Affairs



TRAINING TO ACADEMIC UNITS

Why Transition?



Office of the Vice President for Administration and Finance/CFO
657-278-2115 | vpadmin@fullerton.edu | adminfin.fullerton.edu

Date: May 05, 2023
To: Campus Employees
From: Alexander Porter
Vice President for Administration and Finance/CFO
Subject: ASI IRA Transition to State Announcement

Effective July 1, 2023, the fiscal administration portion of the Instructionally Related Activities (IRA) program will transition from Associated Students, Inc. (ASI) to the Division of Administration and Finance (AF). For fiscal year 2023/24, the committee oversight and awarding process will still be managed within ASI.

The fiscal administration is transitioning to management by AF to increase operational efficiency for both ASI and AF. I would like to extend my thanks to our partners in ASI for their historical leadership in managing these funds and their partnership in this transition.

CHANGES WITH TRANSITION

- One stateside process –no longer multiple sets of policies and procedures (ASI, ASC, Stateside)
- Students will no longer pay out of pocket for travel/course related expenses
- Program budgets allocated to departments prior to the start of each fall semester
- Budget, expenses, and balances accessible via OBIEE
- No more budget/expenses transfers or chargebacks between ASI –ASC –Stateside
- Multiple levels of support: department, college-level, Provost, and campus partners

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IRA –ASI

Presented by: Susan Collins



IRA EXISTING POLICIES

Existing (No Change)

- Application and program proposals for new funding
- IRA Committee approves/awards programs
- IRA Committee still approves change requests to approved budgets (line item transfers)

Committee Meeting Dates:

9/29/23	12/1/23
10/6/23	12/8/23
10/27/23	
11/17/23	

- IRA summary reports are due 30 days after the close of your program activity. The final date for submission of your report is July 30, 2024. InfoReady will send reminders at the end of the semester and at year end.

IRA USE OF FUNDS

IRA funds cannot be used for the following:

- Athletics grants
- Purchase or rental of films as instructional aids
- Publications designed primarily to inform or entertain (other than periodic newspaper and laboratory experiences related to journalism and literary training)
- Non-recurring maintenance and repair and capital improvement projects
- Faculty and professional staff salaries and other forms of compensation normally funded through the University's instructional program
- IRA will not directly reimburse students for instructionally related activities expenses
- IRA will not reimburse faculty/staff for payments made to vendors for services performed or goods purchased where CSUF is obligated to report such payment to the IRS on form 1099

IRA POST AWARDS ORIENTATION (ETC)

Have you completed this (20 minute) training/orientation?

Activity Name: IRA Post Awards Orientation

- Training setting recommendations:
- Use the Chrome browser
- Clear cache and cookies
- Leave the progress window open
- Please see [Online Training Tips and Recommendations](#) for details

Questions:

Assignment questions: IRA Funding Office: Susan Collins
irafunding@fullerton.edu 657-278-7456

Technical questions: please email employeetrainingcenter@fullerton.edu

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Budget

Presented by: Joe Lipnisky



CAMPUS BUDGET PROCESS

- The IRA Committee approves all Budget Policies
- Budget Allocations are approved by the IRA Committee
- The new Fiscal Year IRA Budget Allocations will be loaded into CFS after the campus Carryforward is completed
- All Standard OBIEE reports will be available
- The IRA Budget Allocations will be included in the Quarterly Projection reporting

CHARTFIELDS

Use Approved State Accounts from the campus website:

https://financialservices.fullerton.edu/documents/ASI_Account_Mapping_to_State.pdf

Sample:

Old - IRA Expense Account	New - CSUF Account & Description
8047 Hospitality - Student Awards	660090 (Expenses-Other) 660822 (Business-Related Food) 660837 (Promotional Items)
8050 Supplies	660825 (General Supplies)
8051 Printing	660002 (Printing)
8051 Advertising	660826 (Advertising)
8053 Professional Services	660003 (General Services)
8069 Student Wages	601303 (Student Assistant)
8071 Transport/Mileage/Toll/Parking 8076 Lodging/Meals 8077 Travel	606001 (Travel-In State)
8551 Speakers	660832 (Honorariums)

BUDGET TRANSFER REQUEST PROCESS



Line Item Transfers need to be approved by IRA Committee and the College/Department is responsible for the IRA award.

All approved Transfer need to be completed on the Budget Transfer Request (BTR) workflow form:

<https://financialservices.fullerton.edu/budget/forms/Default.php>



REQUESTING SYSTEM ACCESS

Adobe Experience Manager (AEM) Workflow Inbox

 CSUF Forms 

[HOME](#) [MY FORMS](#) [MY DRAFTS](#) [MY TASKS](#) [HELP](#) [WHERE IS MY FORM](#) [REPORTS](#) ▾

Finance

Form Name	Actions
Finance DOA Access Request Form	
Finance System Access Request Form	

Show entries

Showing 1 to 2 of 2 entries (filtered from 51 total entries)

DELEGATION OF AUTHORITY (DOA)



California State University, Fullerton Delegation of Authority Form

[Access and Compliance Form](#)

Use this form to delegate administrative responsibilities in connection with departmental financial transactions

Form ID	Approval Status
<input type="text"/>	<input type="text" value="In Progress"/>

Employee Information	Employee Information
Delegation Roles/Approvers	* Employee ID: (CWID) <input type="text"/> * Campus E-mail <input type="text"/>
Signatures	* First Name <input type="text"/> * Last Name <input type="text"/>
	* Department Name <input type="text"/> * Department ID <input type="text"/>
	* Title <input type="text"/> * Campus Extension <input type="text"/>
	* Division <input type="text"/> * Appropriate Administrator <input type="text"/>
	<input type="radio"/> Permanent <input type="radio"/> Temporary If Temporary, List Appointment End Date <input type="text" value="mm/dd/yyyy"/>
	The delegation will remain in effect until one of the following occurs: (1) The delegation is reassigned by the Responsible Person to another individual. (2) The delegate leaves the department or the University. (It is the responsibility of the delegate to inform the Financial Services (via email to DL-DOA@fullerton.edu) if they will no longer serve as the delegate). (3) Responsible Person changes such as reassignment by the Division Head or by personnel changes (Dept. Chair changes, etc.). A new delegation form will need to be submitted to Financial Services located at CP-300. (It is the responsibility of the Responsible Person to inform the Financial Services Program if they will no longer serve as the Responsible Person for the department(s) listed above.
	* Account Action Request <input type="radio"/> New User <input type="radio"/> Existing User <input type="radio"/> Remove All Access

(CFS) FINANCE SYSTEM ACCESS REQUEST



Finance System Access Request Form

[Access and Compliance Form](#)

[Role Description Reference](#)

Approval Status

Form ID

In Progress

Employee Information	Employee Information			
Finance Roles	* Employee ID (CWID)	* Campus Email	* First Name	* Last Name
Signatures	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	* Department Name	* Department ID	* Title	* Campus Extension
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	* Division	* Campus Location	* Appropriate Administrator	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	<input type="radio"/> Faculty <input type="radio"/> Staff <input type="radio"/> Management <input type="radio"/> Student <input type="radio"/> Other		<input type="text"/>	
	<input type="radio"/> Permanent <input type="radio"/> Temporary	If Temporary, List Appointment End Date	* Account Action Request	
		<input type="text" value="mm/dd/yyyy"/>	<input type="radio"/> New User <input type="radio"/> Existing User <input type="radio"/> Change Department(s)	
			<input type="radio"/> Remove All Access	

Generate PDF **Reset** **Submit**

OBIEE – BUSINESS INTELLIGENCE DASHBOARDS (Finance System)

The screenshot displays the OBIEE Business Intelligence dashboard for the Finance System. The top navigation bar includes the California State University Fullerton logo and the text "Business Intelligence". Below this, the main header is "Rev/Exp (CFS)" with a "Home" link on the right. A secondary navigation bar contains several report tabs: "Revenue/Expense Summary" (which is selected), "All University Benefits Pool", "Budget Detail", "Actuals Detail (between Accounting Periods)", "Encumbrance Detail", and "Pre-Encur". The main content area is currently empty, showing only a selection of filter criteria for the report:

- Fiscal Year: (All Column Val ▼)
- Accounting Period: (All Column Val ▼)
- Fund: --Select Value-- ▼
- Account: --Select Value-- ▼
- Program: --Select Value-- ▼
- Class: --Select Value-- ▼
- Project: --Select Value-- ▼
- Division: --Select Value-- ▼
- Sub-Division/College: --Select Value-- ▼
- Master Department: --Select Value-- ▼
- Department: --Select Value-- ▼

Rev/Exp (CFS)

- Revenue/Expense Summary Report
- Budget Detail
- Actuals Detail (between Accounting Periods) Report
- Encumbrance Detail (*Open Purchase Orders*)
- Pre-Encumbrance Detail (*Open Requisitions*)

YEAR END PROCESS

An IRA Budget Allocation can be declared complete anytime during the year and any remaining balance can be returned to the committee IRA balance.

All expenses to be charged to the IRA Budget Allocation need to be accrued before the Fiscal Year End.

After year end any remaining Carry-forward will be moved to the IRA committee.

Cal State **Fullerton**

Accounting Services

Presented by: Lynn Ganac and Justin Chan



NEW CHARTFILED STRING

Fund:

TA002 Instructionally Related Activities (IRA)

Mandatory CFS Chartfield String:

Account + Fund (TA002) + Dept + Program (4-Digit)

NOTE: *Class code is no longer required*

NOTES:

- *Class code is no longer required*
- *Program code is required when using fund TA002 (similar to SSFGF)*

IMPORTANT: Department is responsible for managing TA002 balances by account and program (negative BBA = overspent budget)



REFERENCE IRA BUDGET SHEET

Account, Dept, Program Codes

Account – TA002 – Dept – Prog Code

Prog Code	College	IRA Program Name	Dept ID	Budget	660090 Stud Awards or 660822 Bus-Related Food or 660837 Promo Items		660825 General Supplies	660002 Printing or 660826 Advertising	660003 General Services
					8047 Hospitality	8050 Supplies	8051 Printing and Advertising	8053 Professional Services	
3201	CCOM	Daily Titan	11249	\$ 119,600.00	\$ -	\$ -	\$ -	\$ 37,000.00	\$ -
3202	CCOM	Comm Week	11249	\$ 19,600.00	\$ 5,100.00	\$ 4,000.00	\$ -	\$ 5,500.00	\$ -
3203	CBE	Titan Capital Management	10401	\$ 24,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
3205	HHD	HUSR Global Internship Program	10138	\$ 37,500.00	\$ -	\$ -	\$ -	\$ -	\$ -
3206	HSS	Journey in Advocacy	10068	\$ 10,500.00	\$ -	\$ -	\$ -	\$ -	\$ -

Stateside account code you will use effective 7/1/23

ASI code longer used - maps to stateside account you will use effective 7/1/23

Account Mapping

Use Approved Budgeted State 6xxxx Accounts

[https://financialservices.fullerton.edu/documents/ASI Account Mapping to St](https://financialservices.fullerton.edu/documents/ASI_Account_Mapping_to_St)

IRA Expense Account (Do not use after 06/30/2023)	CSUF Account & Description (Use after 06/30/2023)	Notes
8047 Hospitality - Student Awards	660090 (Expenses-Other)	<i>D11*: Items of tangible personal property given in recognition of service or achievements directly benefiting the University. Ex. Students are required to present and graded and are given awards; submit D11 form</i>
8047 Hospitality - Food and Beverage (Excluding Alcohol)	660822 (Business-Related Food)	<i>D11*: Food and Beverage at Events Attended By Official University Guests. Ex. Students have events where they are presenting or having a session with a top leader of the event and bring food (students are considered university guests when using IRA funds)</i>
8047 Hospitality - Promotional Materials	660837 (Promotional Items)	<i>D11*: Gifts Items of nominal value and bear the University logo or other University symbol distributed to promote the name or image of the University, provide information, or enhance University productivity. Ex. T-shirts, name badges for students</i>
8050 Supplies	660825 (General Supplies)	
8051 Printing	660002 (Printing)	Ex. Daily Titan to print the magazine.
8051 Advertising	660826 (Advertising)	For the cost of any kind of advertising, including routine personnel vacancy announcements; flyers/banners NOT allowed.
8053 Professional Services	660003 (General Services)	
8069 Student Wages	601303 (Student Assistant)	
8071 Transport/Mileage/Toll/Parking 8076 Lodging/Meals 8077 Travel	606001 (Travel-In State)	Department can submit Budget Transfer Request to move budget from 606001 (Travel-In State) to 606002 (Travel-Out of State) or 606802 (Travel-International).
8072 Rentals for Special Events	660829 (Facility Rental)	
8074 Contract Services	660003 (General Services)	
8079 Dues & Subscriptions	660802 (Electronic Database Subscripti)	Electronic database subscriptions (College/University access). Ex. Subscribe to program for classes (only for one FY, no multi-year)
8082 Staff Development	660848 (Registration Fee)	
8084 Insurance	660808 (Special Event Insurance Costs)	Premiums paid to external insurers relating to any special coverages. Ex. Insurance to rent equipment for TV/Film program; insurance for facility or cover insurance for actors
8084 Insurance	660016 (CSURMA Property Liab Ins Prem)	Used for property insurance premiums paid to external insurers relating to any special coverages.
8098 Royalties	660090 (Expenses-Other)	
8152 Postage/Shipping	660001 (Postage and Freight)	
8256 Software Subscription	616803 (I/T Software Annual Maint/Supp)	
8551 Speakers	660832 (Honorariums)	New as of 07/01/2023.

*Hospitality (D11) Documentation and Approval Form.
D11 Form: <https://financialservices.fullerton.edu/cp/documents/forms/Directive11.pdf>

CHARTFIELDS

For FY 2023-24 transactions, DO NOT USE Program Code 7997 and 2xxx IRA Class Codes

Program		CSU Program Attributes	
Program Code			
SetID	FLCMP	Program Code	7997
Effective Date			
<input type="text" value="07/01/2023"/> <input type="calendar"/>			
*Effective Date	Status	*Description	Short Description
<input type="text" value="07/01/2023"/> <input type="calendar"/>	Active <input type="button" value="v"/>	<input type="text" value="DO NOT USE-INACTIVE IRA"/>	<input type="text" value="IRA-Chgbk"/>

USE IRA Program Codes 3xxx

https://financialservices.fullerton.edu/documents/IRA_Program_Codes.pdf

REQUEST FOR INVOICE and EXPENDITURE TRANSFER REQUEST

Request for Invoice (RFI)

No: Bill ASI for IRA expenses

Expenditure Transfer Request (ETR)

No: Transfer IRA expenses from state to ASI

Yes: Correct IRA ACTUALS transactions in TA002

The screenshot displays a web-based interface for financial reporting. At the top, there are five tabs: 'Budget Detail', 'Actuals Detail (between Accounting Periods)', 'Encumbrance Detail', 'Pre-Encumbrance Detail', and 'Available Balance'. The 'Actuals Detail (between Accounting Periods)' tab is selected. Below the tabs, there are several filter fields:

- Fiscal Year:** 2020
- Accounting Period:** Between 10 and 11
- Account Type:** --Select Value--
- Account Category:** 660 - Misc. Ope
- Fund:** --Select Value--
- Account:** --Select Value--
- Program:** --Select Value--
- Class:** --Select Value--
- Project:** --Select Value--
- Division:** --Select Value--
- Sub-Division/College:** --Select Value--
- Master Department:** --Select Value--
- Department:** 10005 - Accoun

At the bottom right of the filter section, there are two buttons: 'Apply' and 'Reset'.

SERVICE PROVIDERS CHARGEBACKS

Service Provider	Dept	Description	Contact Name	Phone (657) 278-xxx
COP	10156	IT Copier Services	Lin Nguyen	5231
CSO	10235	Community Service Officer	Rachel Junn	4814
DIT	10008	Division of IT	Lin Nguyen	3814
DPS	10200	IT-Digital Print Services	Lin Nguyen	2910
FDC	10115	FDC Graphic Design	Tracey Magyar	2841
FLT	10064	Fleet PCard	Cristhian Godines Jimenez	3829
HBC	10137	HR Background Check	Phenicia McCullough	4637
INF	10368	Infrastructure Rch Ctr	Christina Yanez	4488
PCD	10064	Procurement Card Program	Cristhian Godines Jimenez	3829
PHY	10184	Physical Plant W/O	Marilyn De La Cruz	2518
PLS	10235	University Police LiveScan	Rachel Junn	4814
POS	10157	Postage	Ruben Coronel	2533
PRO	10181	Daily Parking Permits	Marisela Delgadillo	3087
RPO	10235	Request for Police Officer	Rachel Junn	4814
SED	10181	Special Event Daily	Reggie Turnbow	7361
SEM	10181	Special Event Misc Rch Ctr	Reggie Turnbow	7361
SPK	10181	Special Parking	Marisela Delgadillo	3087
STP	10064	Staples	Cristhian Godines Jimenez	3829
TEL	10220	Telecommunications	Christina Yanez	4488
UTL	10342	Utilities	Marilyn De La Cruz	2518

Need to use IRA funds for one of these services?

Use new chartfield string:
TA002-dept-program

*All service provider expenses post to account 617001

PRIOR YEAR BALANCES

Post FY 2022 transactions in:

Fund: TA002

Department: 10021 (DOA for 10021 will be used)

Program: 7997* (ASFR will NOT generate invoice to ASI)

Class: 2xxxx

** For Purchase Orders that were carried forward to FY 2023*

ASFR will reconcile FY 2022 balances with ASI and reclassify to the correct chartfield: TA002-10021-IRA program

Cal State **Fullerton**

Procurement Services

Presented by: Alex Rosales



FY 2023 REQUISITIONS

To ensure that your Requisitions get processed in a timely manner, ensure that the following required items are done:

1. The vendor is NEW in CSUF system:

https://financialservices.fullerton.edu/controller/ap_travel/services/payments/NewVendorRequest.php

2. Vendor has provided an updated Quote and Insurance

3. If it is software or computer purchase ensure that an IT Request is completed for a RITM #: <https://www.fullerton.edu/itpurchasing/>

Allow 3-4 weeks

FY 2023 REQUISITIONS

CFS Requisition Requirements

Transaction Type	Final Purchase Dollar Amount	Minimum Quote Requirements	Additional Requirements
Commodities (i.e. furniture, lab equipment)	Less than \$50k	One Quote	<ul style="list-style-type: none"> • SmartSheet- PaymentWorks • Valid quote within last 30 days • Purchase can possibly be made via P-card
	Equal to or Greater than \$50k and Equal to or Less than \$100k	3 or more quotes from different vendors	
	Greater than \$100k	Formal Bid per ICSUAM Policy	
Information Technology (i.e. computers, software subscriptions)	Less than \$50k	One Quote	<ul style="list-style-type: none"> • IT Authorization Number must be obtained prior to submitting Requisition • Vendor SmartSheet - PaymentWorks • Valid quote within last 30 days • Purchase can possibly be made via P-Card
	Equal to or Greater than \$50k and Equal to or Less than \$500k	3 or more quotes from different vendors	
	Greater than \$500k	Formal Bid per ICSUAM Policy	

FY 2023 REQUISITIONS

CFS Requisition Requirements Continued...

Transaction Type	Final Purchase Dollar Amount	Minimum Quote Requirements	Additional Requirements
Services (i.e. editing, installation, maintenance)	Less than \$50k	One Quote	<ul style="list-style-type: none"> • Vendor SmartSheet - PaymentWorks • Valid quote within last 30 days • Insurance documentation • SETC/ADA Compliance
	Equal to or Greater than \$50k and Equal to or Less than \$100k	3 or more quotes from different vendors	
	Greater than \$100k	Formal Bid per ICSUAM Policy	
Promotional Items (i.e. Public Identity, Image Gear, Vail Dunlap)	P-Card can be used but it must be a vendor listed on the C&P website or Certified DVBE/SBE Vendor		
Zero Dollar Agreements (i.e. Service Learning, Clinical, Student Teaching, Internships, IT Software License, Athletic)	<ul style="list-style-type: none"> • No requisition required • Contract Request Form (CRF) must be submitted to C&P Inquiry Form 		

FY 2023 REQUISITIONS

Requisition Date should be EQUAL TO or GREATER THAN 07/01/2023

The screenshot displays the 'Add/Update Requisitions' interface. A 'Look Up Program' dialog box is open, showing 'SetID' as 'FLCMP' and 'Program Code' as 'begins with β'. A message box below the dialog states 'No matching values were found.' To the right, an 'Error!' icon is shown. In the foreground, a 'Requisition' dialog box is visible, showing 'Business Unit' as 'FLCMP', 'Requisition ID' as 'NEXT', and 'Requisition Name' as 'TEST IRA PROGRAM'. The '*Requisition Date' field is set to '05/16/2023' and is highlighted with a red arrow, indicating it is the source of the error.

Dist	Percent	GL Unit	Account
1		FLCMP	660825

PCards or Declining Balance Cards

- A PCard is the preferred method for purchasing –quickest turnaround
- Review the IRA budget sheet to ensure department coordinators and faculty listed have a PCard (One-Card, STDB, or Instant Card)
- If department coordinators (staff) need a PCard, submit applications now
- If faculty need a PCard issued, submit applications as soon as they return from summer break
- If you're using a short-term declining balance card, all transactions must be processed by June 30. IRA program balances do not carry forward to the next year.

Allow 2-3 weeks

PCards or Declining Balance Cards

Procurement cards provide benefits that include:

- Streamlines the processes for small dollar orders, reduces invoices and payments;
- Enables employees to be more efficient and focus on their core missions;
- Provides cost savings through consolidated payments to the procurement card company; and
- Enables faster payments to CSU vendors.
- PCard applications: <https://financialservices.fullerton.edu/cp/forms/>

A single system-wide procurement card contract and related program will be administered by the Chancellor's Office department of Contract Services and Procurement.

Allow 2-3 weeks

PCards or Declining Balance Cards

The Procard should **NEVER** be used for:



- Personal items
- Narcotics
- Alcohol
- Medical Services
- Camp Sites
- Travel (Meals)
- Animals
- Cash Advances
- Firearms & Ammunition
- Amazon Prime Membership

PCards or Declining Balance Cards

When to Submit a CFS Requisition

Commodity

Tangible goods including office supplies, furniture, equipment, computers, software, etc.

Additional Documentation:

- Quote(s)
- ICT form (ICT Form)
- EH&S approval

*Commodity Purchases over \$50K must be formally bid by procurement and contracts

Service

Non-tangible labor including repairs, maintenance, consulting, rentals and leases, any type of installation, speakers/lecturers, etc.

Additional Documentation:

- COI/Proof of Insurance
- Quote
- Scope of Work
- IC form
- Risk Evaluation

*Service Orders over \$50K must be formally bid by procurement and contracts

Public Works

Construction, alteration, repair or improvement of any public structure, building, road or other public improvement of any kind.

Additional Documentation:

- Various...don't even go there!
- Contact Procurement or Facilities with questions

INSTANT CARD

Instant Card is a temporary, virtual credit card to anyone in the organization to pay for business expenses



INSTANT CARD - STUDENT TRAVEL

- Student travel will mirror employee travel but with no out of pocket costs
 - Flights, transportation and lodging – are only permissible on state p-card (One Card)
 - Students and coaches will receive an Instant Card for items not permissible on state p-cards (meals, etc.)
- Instant Cards are issued with an approved amount, students can fully spend down their approved amount (just like Apple Pay or Google Pay)
- Admin & Finance is modeling this program after San Jose State University and US Banks model
- CSUF Instant Card program will is in place now

INSTANT CARD - STUDENT TRAVEL

- **Simple to use**

- Download Instant Card to your mobile wallet for in-store purchases or securely view full card details in

Instant Card application

- **Instant access to funds**

- Funds are available to use immediately

- **Fast, temporary solution**

- Easily and quickly send a virtual card to make purchases, eliminating personal card spend

- **Maintain control and visibility**

- Set card limits
- Set expiration dates
- Merchant Category Code (MCC) controls

INSTANT CARD – STUDENT TRAVEL

How to Request



Financial Services/Contracts and Procurement
657-278-2411 | ebusiness@fullerton.edu | [eBusiness Website](#)

CREDIT CARD REQUEST FORM

Credit Card Type(s):

Please select one option, plus one sub-option if applicable

- P-Card
 Declining Balance Card
 Instant Card
 Short-Term
 Vendor

Card Holder Name:

CWID#:

Division:

Campus Email Address:

Campus Telephone:

Mobile/Cell Phone:

Campus Address:

Please Select One

Please ONLY fill the box for the card selected above				
	P-Card	Declining Balance		Instant
		Short-Term	Vendor	
Credit Card Effective Dates*				
	4 years	1 year	1 year	
Credit Card Limits **				
Single Purchase Limit:	\$2,000	\$4,500	\$4,500	N/A
Card Limit:	N/A	N/A	N/A	
Monthly Limit:	\$5,000	N/A	N/A	N/A
Total Annual Requested Credit:	N/A			N/A

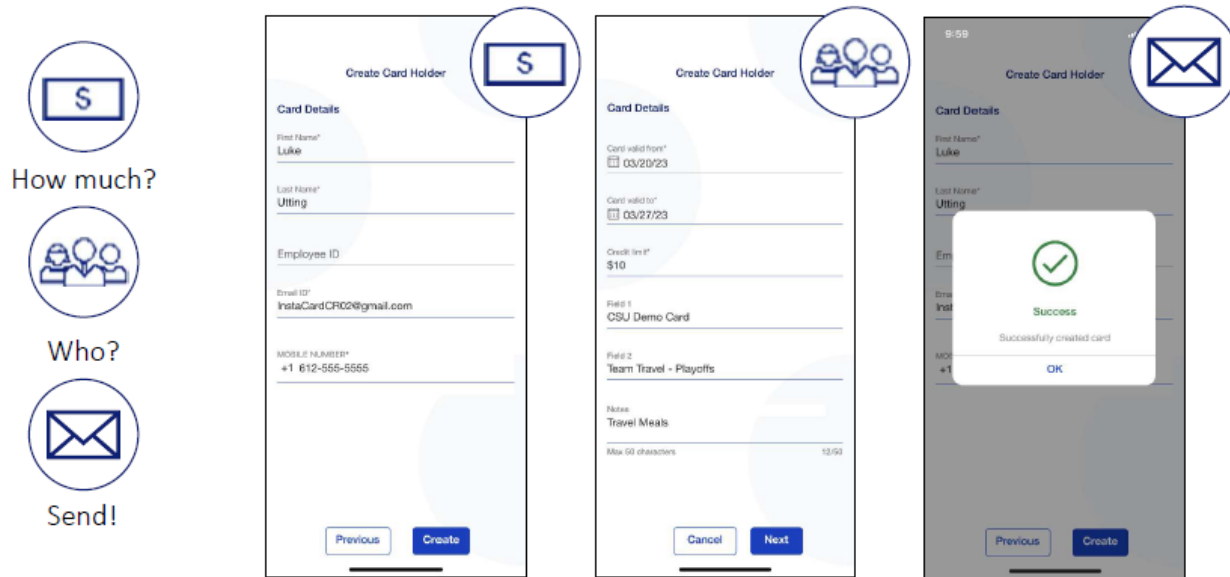
*All P-Cards and Declining balance credit cards have automatic and renewing effective dates, unless Cardholder requests otherwise.
**All P-Card single and monthly purchase limits are automatically set at a maximum of \$2,000 single purchase limit and \$5,000 monthly limit, unless a justification for increased limits is submitted for approval.

ACCOUNTING CODES

ChartField to be Charged:	Fund	Dept ID	Program	Class
Account				

INSTANT CARD – STUDENT TRAVEL

Provision cards in three easy steps



INSTANT CARD – STUDENT TRAVEL

How to receive and use cards



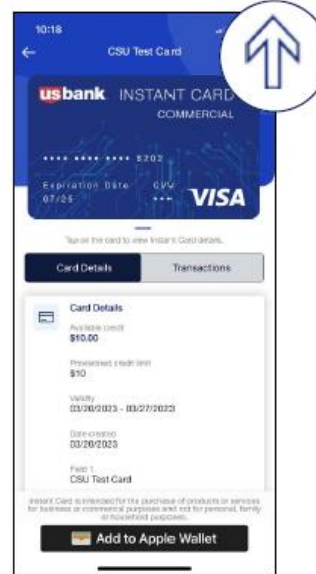
Receive Email



Add to mobile wallet



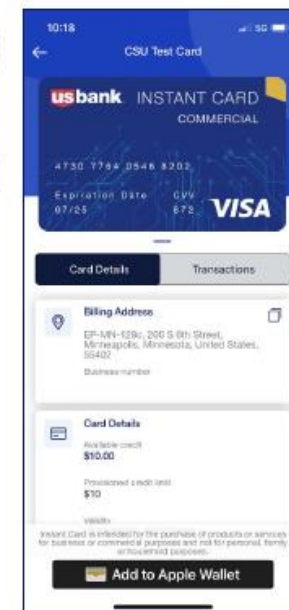
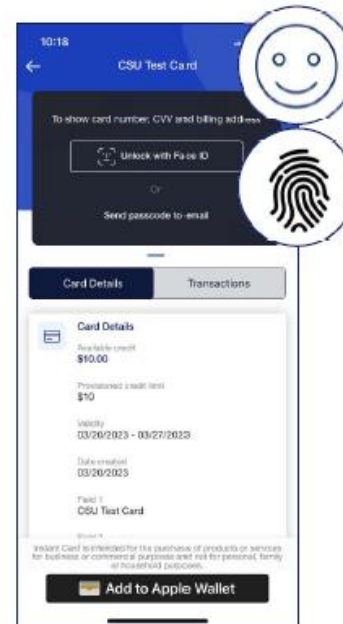
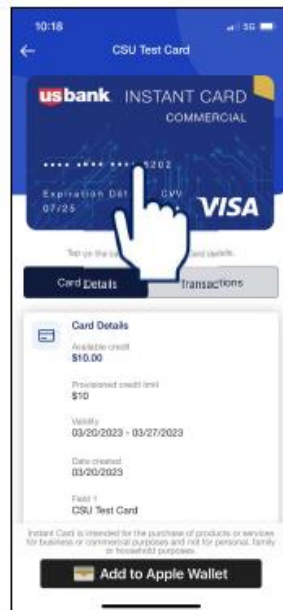
Spend!



INSTANT CARD – STUDENT TRAVEL

What's new? Accessing card number

- View full 16-digit card number with biometrics
 - Face ID (iOS)
 - Thumb Print (Android)



Independent Contractors & Service Providers

When contracting an individual as an Independent Contractor (IC) or Service Provider, our current process requires the following:

- Submit a Requisition - PeopleSoft
- Current Scope of Work
- Valid Quote with 30 day expiration
- Proof of Insurance (Certificate of Insurance and Additional Insured Endorsement)
- If supplier is new, they will need to be onboarded via PaymentWorks.
- Please submit request via this link - <https://app.smartsheet.com/b/form/277451bd666542aeb8e0d8b394114645>

We are collaborating with our HRDI partners to enhance our current process and review policy to ensure we are in compliance with State and CSU requirements.

Future training to come

Please allow for 3-4 weeks until completion

Cal State **Fullerton**

Accounts Payable

Presented by: Alberto Contreras



CHARTFIELDS

Honorarium Account

Old: 613832 INACT Honorariums

New: 660832 Honorariums

Form:

https://financialservices.fullerton.edu/controller/ap_travel/documents/forms/ap/HonorariumPaymentForm.pdf

An honorarium is a voluntary payment given to an individual as a token of appreciation for their participation in an activity or event for which no fee is legally or traditionally required. An honorarium payment is made as a gesture of goodwill and in appreciation to recognize or acknowledge the contribution of gratuitous services to the University, rather than as a fulfillment of an obligation. The honorarium amount is discretionary and nominal and is usually a one-time payment made to an individual for a special non-recurring activity.

HIRE HONORARIUM

When to hire an individual through an Honorarium?

An individual would meet the honorarium definition when amount to be given is NOT negotiated ahead of time. It is a gesture made to help offset travel costs and as a token of appreciation.

Honorariums should not be repetitive should occur, once per semester. Foreign individuals have additional restrictions.

Honorariums exceeding \$5,000 should run through procurement

If travel expenses to be reimbursed, itemized receipts must be provided, reimbursement will be for actual costs incurred

Please allow 7-10 business days for check processing, additional time is needed if individual is US nonresident.

ACCOUNTS PAYABLE

- Payment processing for invoices or P.O.'s to be paid from IRA funds follow the same procedures as non-IRA payment requests
- Check requests should be submitted with the authorized signatures
 - Chartfield should be included on requests as discussed earlier
- Usage of IRA funds should be verified by the department approvers prior to expense being incurred
 - Department to ensure funds are being used in the appropriate manner
- **If received timely, invoices are paid Net 30 from date of invoice**

Cal State **Fullerton**

Travel

Presented by: Zarita Moore



UNIVERSITY REQUIREMENTS FOR TRAVEL

- Concur to be used by all state employees, student assistants (job related and non-job related).
- For CSUF Student or Student Employees (non-job related) traveling on University business, the following forms must be submitted along with the Request:
 - CSUF Waiver of Liability form
 - Student Code of Conduct Agreement form
- CSUF Student travel will continue the paper process
 - Exception: For faculty-led study abroad/away programs that operate under a formal (international) program agreement, student travel is authorized by the fully approved program agreement. A paper TR is not required, unless the student will directly receive disbursement of university funds.)

UNIVERSITY REQUIREMENTS FOR TRAVEL

- Travel request should be submitted:
 - **Domestic Travel-** 4 – 6 weeks prior to the departure date
 - **International Travel-** 6 – 8 weeks prior to the departure date
- Travel expense claim should be submitted within 60 calendar days from return date, claims submitted after this timeframe will be reimbursed but will be taxable (run through employees' payroll)
 - Claims with no issues are processed in 10 business days

Cal State **Fullerton**

Study Abroad and Global Engagement

Presented by: Shari Merrill



STUDY ABOARD AND GLOBAL ENGAGEMENT (SAGE)

SAGE strives to connect its diverse community of students, faculty and staff with global opportunities that enrich their academic and professional lives and drive personal development and transformation.

ABCs Approach – Awareness, Belief, Counsel

(credit Lee Rivers, IIE, Fulbright U.S. Student Program)

STUDY ABOARD AND GLOBAL ENGAGEMENT (SAGE)

Whom do we serve and how?

- **Students**
 - Advising
 - Application Management
 - University Processes (Enrollment, Fin Aid, Student Conduct, Insurance Requests, etc.)
 - Pre-, During, Post-Program Support and Development
- **Faculty and Staff**
 - Guidance and support for all phases of Faculty-Led program coordination
 - Collaboration with colleges and department for student advising and support
 - Academic Advising
 - Financial Aid
 - Post-grad and Discipline-specific Opportunities
 - Health and Safety
 - Title IX

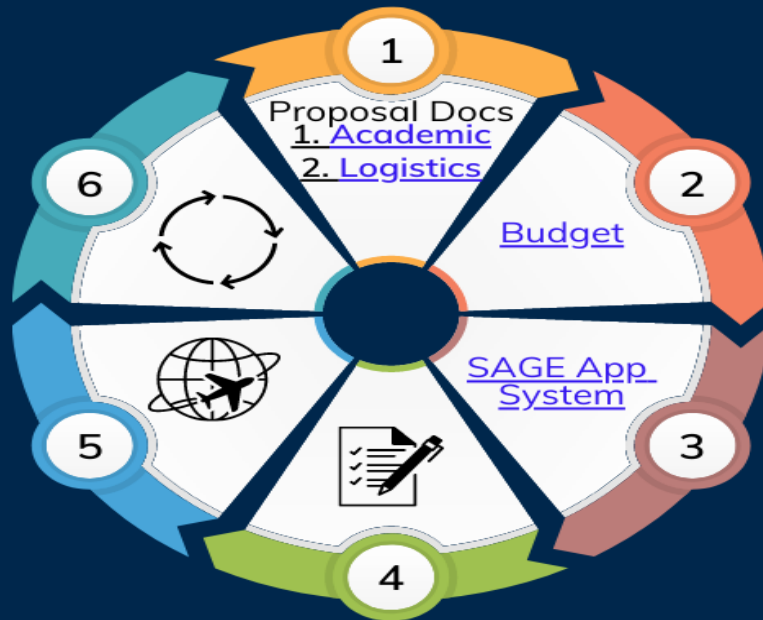
STUDY ABOARD AND GLOBAL ENGAGEMENT (SAGE)

Faculty Led Study Abroad Overview

You can find further details on the SAGE Website: <https://extension.fullerton.edu/studyabroad/faculty-staff.aspx>

SAGE FACULTY-LED PROGRAMS OVERVIEW

DOWNLOAD DETAILED OVERVIEW DOCUMENT 



PHASE 1: PROPOSAL (18-12 MOS. OUT)

Faculty Submits the Two, Approved Program Proposal Documents to SAGE.

PHASE 2: BUDGET (12 MOS. OUT)

SAGE creates program budget and routes it for approval.

PHASE 3: PLANNING/RECRUITMENT (11-7 MOS. OUT)

SAGE builds/manages online brochure and application. Faculty recruits!

PHASE 4: PRE-DEPARTURE PREPARATION (REMAINING MOS. BEFORE DEPARTURE)

Faculty holds pre-departure meetings. SAGE, Faculty, and students complete required tasks

PHASE 5: TRAVEL ABROAD/AWAY

Faculty leads program. Students share experiences. SAGE and CSUF provide support.

PHASE 6: RE-ENTRY

SAGE and Faculty complete post-program tasks. Students complete SAGE Program Evaluation. Faculty continue/begin approval process for next program.

Cal State **Fullerton**

Human Resources, Diversity & Inclusion – Office of Risk Management

Presented by: Michael Coughlin



FIELD TRIPS

What is a Field Trip?

An off-campus group learning activity led by a faculty or staff member who travels with the group.

Here is the link to the Academic Field Trip Guidelines from the Risk Management website:

<https://hr.fullerton.edu/documents/risk-management/AcademicFieldTrips.pdf>

FIELD TRIPS (continued)

As a rule of thumb, the department/college should have the students sign the University's Waiver of Liability and a Student Code of Conduct prior to the trip.

<https://hr.fullerton.edu/forms/NewCSUFWaiverOfLiability.pdf>

<https://hr.fullerton.edu/documents/risk-management/Student%20Conduct%20Agreement.pdf>

FIELD TRIPS (continued)

The department/college should also compile an emergency contact roster for attendees.

A downloadable sample of the roster can be found on the HRDI website under Risk Management forms.

Both links from the previous page can also be found in the same location.

Department/college maintains all 3 forms for 3 years after the field trip.

VOLUNTEERS

Volunteers must complete these documents and submit to Risk Management:

1. Volunteer form

<https://hr.fullerton.edu/documents/risk-management/Volunteer-Form-05202023.pdf>

Note: This is the only version accepted

2. Executive Order 1083 acknowledgment

[Viewing Mandatory Reporting of Child Abuse and Neglect \(policystat.com\)](https://www.policystat.com)

VOLUNTEERS (continued)

Most volunteers will complete the Limited Reporter Acknowledgment (Attachment C)

3. Volunteer Release Form (required only if volunteer is a minor)

<https://hr.fullerton.edu/documents/risk-management/VolunteerReleaseFormforMinors.pdf>

Volunteer Form asks for a minimum of 2 weeks to process.

VOLUNTEERS REMINDERS

Common oversights that delay processing:

- Form not completely and correctly filled out.
- Parent/guardian signature missing from EO1083 acknowledgement (if volunteer is a minor).
- Driving to campus to volunteer is **not** driving on University business.

Volunteers cannot begin until RM approves their service and they complete any needed training.

- If the volunteer needs parking, please write “parking pass” at the top of the form.
- Please let Melanie Ortiz know if the service dates change, even if the volunteer leaves early.

Cal State **Fullerton**

Human Resources, Diversity & Inclusion- Talent Acquisition

Presented by: Tammy Dietzel



Special Consultant Appointment

When hiring an individual as a Special Consultant, follow the Quick Hire Process

[Quick Hire Process Webpage](#) where you will also find a detailed checklist for specifics of requisition entry

Special Consultant Appointment

- Helpful reminders also included in our Quick Hire process Webpage:
 - A position description is required as part of the requisition submission
 - A CMS position number is required as part of the requisition submission
 - Work may only commence after authorized from HRS is received, no retroactive start date appointments
 - Candidates must apply to the Temporary Pool for hiring
 - Candidates must submit to appropriate background check procedures prior to commencement of work
 - Candidates must physically verify documentation of eligibility to work in the United States
 - Candidates must complete work within the state of California
 - Requisition will be assessed for Faculty Additional Employment

Cal State **Fullerton**

Human Resources, Diversity & Inclusion- Position Management

Presented by: Seng Rojas



POSITION BUDGET MANAGEMENT STUDENT TASK PROFILES

When to Complete a Student Task Profile and submit to Position Management:

- The beginning of the month prior to hiring the student.
- Prior to the 4th of the month if it is for a previous month.
- This allows time for setup and getting combo codes validated by budget.
- Allow 7 Business Days processing time from time of submission.

POSITION BUDGET MANAGEMENT STUDENT TASK PROFILES

- Required Signatures:
 - Requestor
 - Division HR Coordinator/College Coordinator
 - Finance Manager (MPP)
- Description of the Request: provide specific information, i.e., Dept ID, Fund, Program, Account, Comments: ex: xxx grant (describe what it's for).
- New naming convention per CHRS:
 - Taskgroups: Ex: FL(Dept ID)
 - Task Profile ID: FL(Dept ID with seq #)

Cal State **Fullerton**

Processing Timelines

Presented by: Alyssa Adamson and Bonnie Li Victorino



CONTRACT SIGNATORIES

- Only the Procurement Office has authority to sign off on Contracts
- **NOTE: Do not** sign any Contracts or you can be personally liable




CALIFORNIA STATE UNIVERSITY, FULLERTON

Office of the President

P.O. Box 6810, Fullerton, CA 92834-6810 / T 657-278-3456 / F 657-278-2649

MEMORANDUM

DATE: July 28, 2023
TO: University Community
FROM: Framroze Virjee 
President
SUBJECT: Delegation of Authority for Contracting

This memorandum supersedes the previous Delegation of Authority for Contracting dated May 1, 2021 (attached). Under the authority granted by CSU Policy Stat ID 12978926, I have delegated the Office of Contracts and Procurement purchasing authority for all contracts or agreements which expend State funds or obligate the University in any manner. Contracts and Procurement is responsible for ensuring all contractual activity is consistent with Trustee policy and law. Therefore, the university community is reminded that all contracts or agreements must be reviewed and approved by Contracts and Procurement. In addition, the University Counsel assigned to CSUF has authority to enter into contracts that are in connection with, or in furtherance of, providing legal services to CSUF.

Individuals who sign contracts or agreements without written delegated authority from my office may be individually liable for the obligation and may be subject to further penalties. The university will not assume responsibility for contracts or agreements entered into by unauthorized individuals.

BEST PRACTICES



Ask for advice/pre-approval prior to purchase

Check your balances in approved spend categories

Check IRA balances and maximum spent for the year

Ask questions, your team is here to help



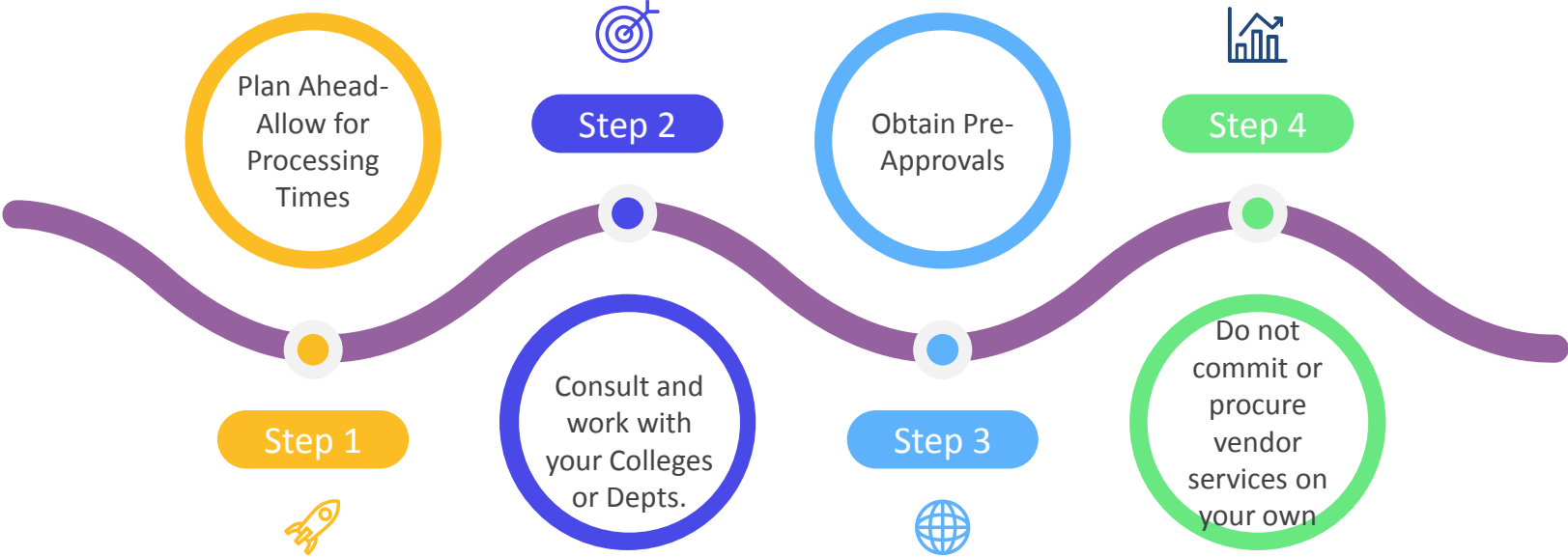
Procure items on your own without consult or prior approval

Sign Contracts, otherwise you are personally liable

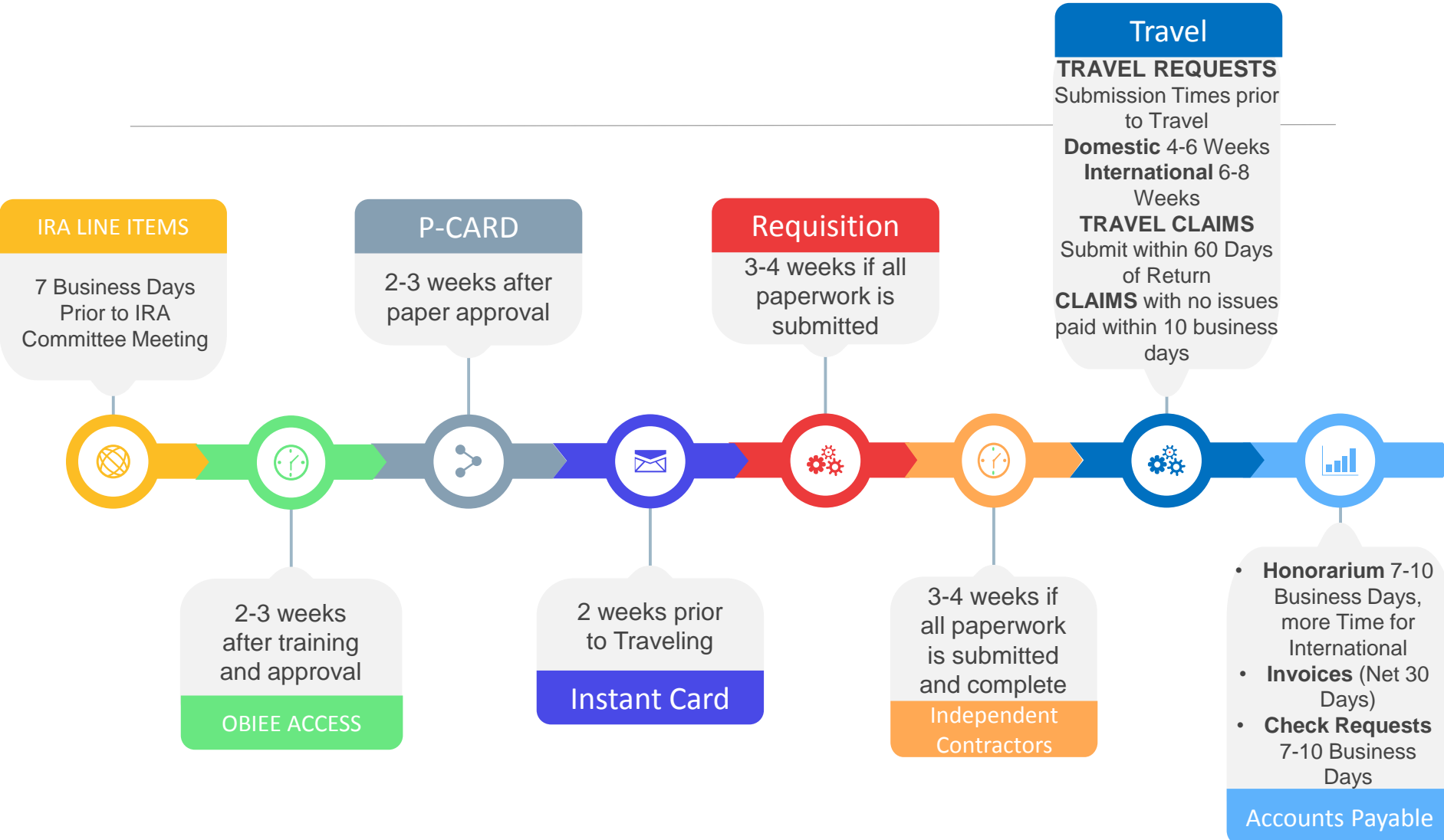
Purchase software/hardware may need an IT Authorization Number

Acquire services on your own

BEST PRACTICES



PROCESSING TIMELINES



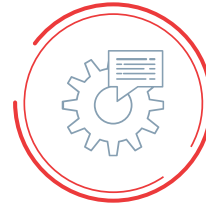
Human Resources PROCESSING TIMELINES



Special Consultant

4-6 Weeks

When Hiring a Special Consultant, refer to the Quick Hire Process



Student Task Profiles

7 Business Days

After the Date of Submission



Volunteers

2 Weeks

Refer to Volunteer Website for Details on the Process

NEXT STEPS - RECAP

1. Complete the IRA Post Awards Orientation via ETC
2. Request OBIEE Access
3. Have P-Cards in place and ready to go
4. Instant Cards for Student Travel
5. Pre-Plan with your College or Department to ensure that there are pre-approvals in place and allow time to adhere to processing timelines.

Cal State **Fullerton**

Department Contacts & Resources



ACADEMIC AFFAIRS CONTACTS

PROVOST OFFICE

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College Contacts

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College of Engineering and Computer Science

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Pollak Library

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Administration & Finance Contacts

College/Department	Contact Information
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Accounts Payable	<p>Alberto Contreras albertocontreras@fullerton.edu (657) 278-3750</p>
Contracts & Procurement	<p>Alex Rosales alexrosales@fullerton.edu (657) 278-4503</p>
Controller's Office	<p>Michael Au-yeung mau-yeung@fullerton.edu (657) 278-4075</p>
Resource Planning & Budget	<p>Joe Lipnisky jlipnisky@fullerton.edu (657) 278-7392</p> <p>Raymond Juanico rjuanico@fullerton.edu (657) 278-4284</p>
Travel Operations	<p>Alberto Contreras albertocontreras@fullerton.edu (657) 278-3750</p> <p>Zarita Moore zmoore@fullerton.edu (657) 278-3543</p>

Human Resources Diversity and Inclusion Contacts

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Position Management	Seng Rojas serojas@fullerton.edu (657) 278-4677
Risk Management	Michael Coughlin mcoughlin@fullerton.edu (657) 278-8673 International Travel foreigntravel@fullerton.edu (657) 278-7346
Talent Acquisition	Tammy Dietzel tdietzel@fullerton.edu (657) 278-6731

Student Affairs Contacts

College/Department	Contact Information
Associated Students, Inc.	Susan Collins sucollins@fullerton.edu (657) 278-7456
Athletics	Sara Perry saraperry@fullerton.edu (657) 278-2129
Student Affairs Resource, Budget, & Planning	Rob Scialdone rscialdone@fullerton.edu (657) 278-2025

RESOURCES

<https://financialservices.fullerton.edu/ira/>



CALIFORNIA STATE UNIVERSITY, FULLERTON

Administration and Finance

Financial Services

SERVICES FORMS POLICIES **IRA** ABOUT

Home > Instructionally Related Activities

Instructionally Related Activities

Effective July 1, 2023, the fiscal administration portion of the Instructionally Related Activities (IRA) program transitioned from Associated Students, Inc. (ASI) to the Division of Administration and Finance (AF).

All IRA-funded activities and transactions **MUST** adhere to state policies and procedures.

Questions & Answers?

