Module 8
(UBI 252)

Year-End Close Processes for Accounting, Budget and Payroll

April 04, 2012
10:00 AM-12:00 PM
CP-700
Presenters

- Laura Hultman (Ext 8356)
  Accounting Services & Financial Reporting
  lhultman@fullerton.edu

- Lynn Cayas (Ext 8474)
  Accounting Services & Financial Reporting
  lcayas@fullerton.edu

- Mary Ann Torres (Ext 5735)
  Accounts Payable & Travel
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- Sarah Song (Ext 2304)
  Budget Operations
  ssong@fullerton.edu

- Susan Smith (Ext 3704)
  Payroll Services
  ssmith@fullerton.edu
General Overview

- Accounting Year-End Close Process
- Year-End Close Memo & Tasks
- Understanding Processing Deadlines
- Preparing for Year-End Close Activities
FY 2012-2012 Year-End Close Guidelines

http://finance.fullerton.edu/Controller/Accounting/
http://finance.fullerton.edu/Controller/AccountsPayable
http://finance.fullerton.edu/Controller/Budget
http://finance.fullerton.edu/Controller/Procurement

Memo issued by:
Brian K. Jenkins,
Associate Vice President of Finance

http://finance.fullerton.edu/AVP/
Accounting Services

- Year-End Close Overview (Legal/FIRMS/GAAP)
- Billing Requests
- Reimbursement / Deposits to University
- Expenditure Transfers, Non-Payroll
- Petty Cash
FLCMP
Legal Close
(ACTUALS)

Sub-Sytems:
- Accounts Payable (APS)
- Asset Management (AMS)
- Billing (BIS)
- Accounts Receivable (ARS)
- Requisition/Purchase Orders
- Receiving

Interfaces:
- Cashnet (CRS)
- Labor Cost Distribution (HRS)
- Campus Solutions (SFS)
- Chargebacks (RCH)

Other:
- Manual Journal Entries (AXX or SXX)
- Allocations (ALO)
- Accruals (OBL)

FLCMP
Legal Close
(OPER_BUD)

- Budget Transfers (BTR)
- Manual Journal Entries (BXX)
- Allocations (ALO)

FLCMP
Legal Close
(BASE_BUD)

- Budget Transfers (BTR)
- Manual Journal Entries (BXX)

IBM COGNOS TM1 Web Chancellor’s Office Year-End Reporting System (YES)
OUTPUT = GAAP Reporting Package

FLCSU
FIRMS Close

- ACTUALS (CSA)
- OPER_BUD (CSB)
- Encumbrance (CSE)
- Asset Management (for reporting only)

FLGAP
GAAP Close

- ACTUALS (GAT)
- Asset Management (GAM)
- Adjusting Entries (GPA)
Accounting Year-End Close Process

GOAL = Revenues & expenses MUST BE recorded in the correct Fiscal Year
ACTUALS Year-End Close Activities

FLCMP (Legal) and FLCSU (FIRMS) Close

May 2012
- Two-day Year-End Legal & GAAP Reporting Workshops presented by Chancellor's Office (CO) and KPMG
- Start reviewing reverting funds; clear reverting funds to zero by the reversion date

June 2012
- Submit Test SAM99 file to State Controller’s Office (SCO)
- Establish Accounts Receivable (AR) reserves

July 2012
- Record accrual entries
- Post correcting entries
- Close General Ledger for the current fiscal year (July 1, 2012 to June 30, 2012)
- Submit FIRMS file to CO
- Submit SAM99 file to State Controller’s Office (SCO)
- Submit Hardcopy Year-End Report Package to CO and SCO
- Open General Ledger for the new fiscal year (July 1, 2012 to June 30, 2013)
  - Revenues and expenses are reset to $0.00 (except Project-to-Date activities)
ACTUALS Year-End Close Activities (continued)

FLGAP (GAAP) Close

**August 2012 to November 2012**
- Weekly GAAP conference call with CO and campuses

**August 2012 to First Week of September 2012**
- Prepare 144 Prepared by Client (PBC) schedules including GAAP Reporting Package and Cash Flow Statement prior to the arrival of KPMG audit team

**September 2012 to October 2012**
- KPMG audit team arrives onsite (usually after Labor Day)
- System Revenue Bond audit by CO
- A-133 Audit of Federal funds by KPMG
- Prepare Fluctuation Analysis
- Clear review comments by CO and KPMG

**November 2012 to December 2012**
- Submit GAAP FIRMS files to CO
- Prepare stand-alone financial statements

**January 2013**
- KPMG issues campus stand-alone financial statements
# Accounting Deadlines

(for FY 2010; FY 2011 will be published in May 2012)

## CHAPTER 6
### DEADLINES

Pre-close cutoff dates and submission dates for FIRMS and SCO reports for fiscal year ended June 30, 2011 to be observed by the campuses are provided in the table below.

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>RECIPIENT</th>
<th>FORMAT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pre-Close Cutoff/Issue Dates</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 2 – 27, 2011</td>
<td>Interval for submission of SAM 99 test files</td>
<td>SCO</td>
<td>As prescribed by SCO</td>
</tr>
<tr>
<td>June 15, 2011</td>
<td>Last day for documents to be received by SCO for guaranteed processing prior to year end</td>
<td>SCO</td>
<td>As prescribed by SCO</td>
</tr>
<tr>
<td>June 17, 2011</td>
<td>Last day for requesting CPOs</td>
<td>CO</td>
<td>Excel template</td>
</tr>
<tr>
<td>July 1, 2011</td>
<td>Last day for requesting CSURMA reimbursements processed by CPO</td>
<td>CSURMA</td>
<td>Email</td>
</tr>
<tr>
<td>July 6, 2011</td>
<td>Last day for requesting CSURMA reimbursements recorded as an accrual</td>
<td>CSURMA</td>
<td>Email</td>
</tr>
<tr>
<td>July 6, 2011</td>
<td>ITT Report published by CO</td>
<td>Campus</td>
<td>Email</td>
</tr>
<tr>
<td>July 6, 2011</td>
<td>Last day for issuing CPO</td>
<td>Campus</td>
<td>Email</td>
</tr>
<tr>
<td><strong>Post-Close Campus Submission/CO Information Issue Dates</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>July 18, 2011</td>
<td>4th quarter FIRMS submission</td>
<td>CO</td>
<td>FIRMS</td>
</tr>
<tr>
<td>July 25, 2011</td>
<td>CO issues 4th quarter interest and unrealized gain/loss information for GAAP accrual</td>
<td>Campus</td>
<td>Email</td>
</tr>
<tr>
<td>August 1, 2011</td>
<td>SAM 99 data file and all required hard copy reports**</td>
<td>SCO</td>
<td>As prescribed by SCO</td>
</tr>
<tr>
<td>August 2, 2011</td>
<td>Fixed Assets Template</td>
<td>CO</td>
<td>Excel template</td>
</tr>
<tr>
<td>August 2, 2011</td>
<td>Report 22 (contingent liabilities) for proprietary funds</td>
<td>CO</td>
<td>Excel template</td>
</tr>
<tr>
<td>August 22, 2011</td>
<td>SCO financial report revisions for funds other than General Fund, if required</td>
<td>SCO</td>
<td>As prescribed by SCO</td>
</tr>
<tr>
<td>September 30, 2011 (tentative)***</td>
<td>SCO GAAP data</td>
<td>CO</td>
<td>Excel template</td>
</tr>
<tr>
<td>October 17, 2011</td>
<td>GAAP reporting package*</td>
<td>CO</td>
<td>Web template</td>
</tr>
<tr>
<td>November 4, 2011</td>
<td>FIRMS GAAP submission, final version</td>
<td>CO</td>
<td>FIRMS</td>
</tr>
</tbody>
</table>
## Snapshot of Prepared by Client (PBC) List

### General Items - Financial Reporting

<table>
<thead>
<tr>
<th>Item #</th>
<th>Cross Reference</th>
<th>Assertion</th>
<th>Item (Description/Details/Issues)</th>
<th>Date Due to KPMG: Interim Day 1</th>
<th>Date Due to KPMG: Final Day 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>YES, Reporting Package, and Exhibit 27</td>
<td>Completed and approved Reporting Package including comprehensive analytical review (financial analysis) and financial statement line items. <strong>ALL SECTIONS EXCEPT the following:</strong> statement of cash flows (SCF) due day 7, SCF analytical review due 10/04/10, and auxiliary organizations information due 10/04/10.</td>
<td>Final - Day 1</td>
<td>Final - Day 1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Exhibit 29, C</td>
<td>Total balance of Campus ledger / Legal ledger / GAAP ledger at 12/31/10 for periods through 12/10. CO to provide several methods to arrive at this information.</td>
<td>Final - Day 7</td>
<td>Final - Day 1</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Chapter 6, CEAP</td>
<td>Statement of cash flows and cash flow worksheet which contains supporting calculations (see GAAP Manual, Chapter 6) and related supporting source documentation for each line item on the statement of cash flows.</td>
<td>Final - Day 1</td>
<td>Final - Day 1</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>CEAP</td>
<td>Supporting documentation for YES. Note 14 Transactions with Related Entities footnote (payments from auxiliary organizations, payments to auxiliary organizations, G&amp;Is from auxiliary organizations, amounts payable and receivable from auxiliary organizations, and amounts receivable and payable from other companies).</td>
<td>Final - Day 1</td>
<td>Final - Day 1</td>
<td></td>
</tr>
</tbody>
</table>

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### Systemwide Revenue Bonds (SRB) Audit

<table>
<thead>
<tr>
<th>Item #</th>
<th>Cross Reference</th>
<th>Assertion</th>
<th>Item (Description/Details/Issues)</th>
<th>Date Due to KPMG: Interim Day 1</th>
<th>Date Due to KPMG: Final Day 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>143</td>
<td>CEAP</td>
<td>0675 fund balance clearing reclassification entries to reduce long-term investments (held by CO) by CBU fund.</td>
<td>Final - Day 1 of 10/31/10, whichever is earlier (draft due to the CO SRB team)</td>
<td>Final - Day 1 of 10/31/10, whichever is earlier (draft due to the CO SRB team)</td>
<td></td>
</tr>
<tr>
<td>143</td>
<td>Exhibit 34, CEAP</td>
<td>Legal balance fluctuation analysis (scope to be provided)</td>
<td>Final - Day 1 of 10/31/10, whichever is earlier (draft due to the CO SRB team)</td>
<td>Final - Day 1 of 10/31/10, whichever is earlier (draft due to the CO SRB team)</td>
<td></td>
</tr>
<tr>
<td>144</td>
<td>CEAP</td>
<td>Query of all GAAP adjusting entries recorded during the current year.</td>
<td>Final - Day 1 of 10/31/10, whichever is earlier (draft due to the CO SRB team)</td>
<td>Final - Day 1 of 10/31/10, whichever is earlier (draft due to the CO SRB team)</td>
<td></td>
</tr>
</tbody>
</table>
Billing Requests

Requests for miscellaneous billing for FY 2011-2012 must be received by Accounting Services by **Tuesday, July 3, 2012**. Requests received after this date will be processed in FY 2012-2013.

http://finance.fullerton.edu/Controller/Accounting/Forms/

**Form:** Request for Invoice

**Accounting Services & Financial Reporting**
2500 Nutwood Ave., Suite 100, Fullerton, CA 92831 *(857) 273-2512*
CLAccounting_Services@Exchange.FULLERTON.EDU

**REQUEST FOR INVOICE**

Version 5.0 Rev 09/2012

The Request for Invoice Form is an invoice form submitted by CSUF staff to (1) request reimbursement for an expense that's already been made (statement) or (2) record accounts receivable/revenue. **Note:** Auxiliary Organizations billing is posted to revenue account 562000 and fund 59000. Upon receipt of this completed form, Accounting Services will invoice Auxiliary Organizations and other Special organizations on your behalf. Please send the original form to Accounting Services with supporting documentation. Invoice will be mailed to Accounting Services to the customer and an electronic copy will be sent to the requesting department. In the case of questions, please contact Accounting Services.

**I. Requester Information**

<table>
<thead>
<tr>
<th>From Dept:</th>
<th>Contact:</th>
<th>Ext:</th>
</tr>
</thead>
</table>

**II. Reason for Request**

**III. Authorizing Signature(s)**

Print/Type Name _________________ Authorized Signer of Account(s) _________________ Date __________

**IV. Bill To Information**

Customer ID: (Name) _________________ Name: _________________

For New Customer Only

<table>
<thead>
<tr>
<th>Name:</th>
<th>Contact:</th>
<th>E-mail:</th>
<th>Phone:</th>
<th>Fax:</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**V. Bill Line Information**

<table>
<thead>
<tr>
<th>Invoice Type (select from drop down list)</th>
<th>Expense Type (select from drop down list)</th>
<th>Description (30 characters)</th>
<th>PO Number (used for ASC, ASF and Philanthropy Foundation)</th>
<th>Amount (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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**VI. Credit Information**

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</table>
Submit checks for deposit to the Cashiers Office by 12:00 P.M., Friday, June 29, 2012

http://finance.fullerton.edu/Controller/Accounting/Forms/

Form: Reimbursement or Deposit To University Account
# Expenditure Transfers, Non-Payroll

Submit electronic or manual Expenditure Transfer Forms to Accounting Services by **Tuesday, July 3, 2012**. Any request for expenditure transfers received after this date will be recorded in FY 2012-2013.

[http://finance.fullerton.edu/Controller/Accounting/Forms/](http://finance.fullerton.edu/Controller/Accounting/Forms/)

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## Expenditure Transfer/Journal Entry Form

Division of Administration & Finance

To: CSUF Accounting Services & Fin Rep Dept (CP-360), or via e-mail to DL-Accounting_Services@Exchange.FULLERTON.EDU

*(Please send Excel form via e-mail if number of entries exceed four under Section IV)*

**Version 13.0 Rev 05/2012**

### I. Requestor Information

<table>
<thead>
<tr>
<th>From Department</th>
<th>Contact</th>
<th>Ext:</th>
</tr>
</thead>
</table>

### II. Reason for Request

<table>
<thead>
<tr>
<th>Accounting Services &amp; Fin Org Use Only</th>
<th>Annual Y/N</th>
<th>Reverse Y/N</th>
</tr>
</thead>
</table>

### III. Authorizing Signature(s)

<table>
<thead>
<tr>
<th>Print/Type Name</th>
<th>Authorized Signer of Account(s)</th>
<th>Date</th>
</tr>
</thead>
</table>

### IV. Transfer Information

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</tbody>
</table>

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*NOTE: Enter Purchase Order Number(s) under Journal Line Reference column above.*
Petty Cash

Petty cash transactions (approved Disbursement Voucher) should be submitted to the Cashiers Office by 12:00 noon, Friday, June 29, 2012.

http://finance.fullerton.edu/Controller/AccountsPayable/Forms/

Form: Petty Cash Disbursement Voucher
Missed the Deadline for Submitting an Invoice?

Expenses can be ACCRUED in Legal and GAAP.
- Legal accruals up to 1\textsuperscript{st} week of July
- GAAP accruals up to end of August (accrual depends on threshold)

Expense Accrual Example:
CSUF AUXILIARY SVCS CORP invoice received by AP on 07/04/12

<table>
<thead>
<tr>
<th>(1) AP Accrues invoice</th>
<th>(2) AP reverses accrual</th>
<th>(3) AP pays invoice</th>
</tr>
</thead>
<tbody>
<tr>
<td>$584.24</td>
<td>($584.24)</td>
<td>$584.24</td>
</tr>
<tr>
<td>Doc Src = OBL</td>
<td>Doc Src = OBL</td>
<td>Doc Src = VCH</td>
</tr>
</tbody>
</table>

FY 2011 Bucket
Total for FY 2011 = $584.24

FY 2012 Bucket
Total for FY 2012 = $0.00
Accounts Payable & Travel

- Invoices
- Business Travel and Prepayment Requests
- Travel Expense Claims
Invoices

Submit Direct Expense Forms (subscriptions, memberships) to Accounts Payable by **Thursday, June 7, 2012**. All requests made after this date will be processed in FY 2012-2013. The last FY 2011-2012 Accounts Payable check run distribution is scheduled for **Monday, June 18, 2012**.

http://finance.fullerton.edu/Controller/AccountsPayable/Forms/

Form: Accounts Payable Check Request
Submit all outstanding Invoices for FY 2011-2012 to Accounts Payable by **Thursday, June 7, 2012** so they can be paid on or before the **June 18, 2012** check run. Continue to submit FY 2011-2012 Invoices through **Friday, June 29, 2012** so they can be appropriately obligated in CFS. If the invoice is a final payment, please indicate as such on the invoice to finalize the purchase order.

After **June 29, 2012**, continue to forward all unpaid FY 2011-2012 Invoices (for goods and/services received prior to July 1, 2012) to Accounts Payable in order to ensure these transactions are captured for FY 2011-2012 financial reporting. These transactions; however, may not be reflected in your reports.
Submit approved travel authorization requests with the appropriate documentation for travel prior to June 29, 2012 to Travel Operations by Monday, June 11, 2012. Each Division Financial Manager will receive a list of open travel authorization request on Monday, April 30, 2012 for review and follow-up.

http://finance.fullerton.edu/Controller/AccountsPayable/Forms/Default.aspx#Travel

Form: Travel Request
Travel Expense Claims

Submit approved travel expense claims (for travel completed prior to July 1, 2012) with the appropriate receipts and documentation to Travel Operations by Thursday, June 7, 2012 to receive reimbursement on or before the June 18, 2012 check run.

Note: For travel completed between June 10 and June 30, the approved travel expense claim must be submitted to Travel Operations within 5 business days upon completion of the trip. Reimbursements will be issued after the first check run in FY 2012-2013. Continue to submit FY 2011-2012 approved travel expense claims with the appropriate receipts and documentation to Travel Operations through Friday, June 29, 2012 so they can be appropriately obligated in CFS.

After July 1, 2012 continue to forward all FY 2011-2012 approved travel expense claims (for travel completed prior to July 1, 2012) with the appropriate receipts and documentation to Travel Operations to ensure transactions are manually obligated for financial reporting in FY 2011-2012.

http://finance.fullerton.edu/Controller/AccountsPayable/Forms/Default.aspx#Travel
**Form**: Travel Expense Claim

![Travel Expense Claim Form](image-url)
Budget

- Budget Transfers
- Payroll Expense Transfers
- FY 2012-2013 Baseline Budget
Budget Transfers

- Deadline **Friday, June 29, 2012 at 12:00 P.M.**

- Budget Transfer Form
  [http://finance.fullerton.edu/Budget/Forms/](http://finance.fullerton.edu/Budget/Forms/)
Budget Transfers (continued)

California State University Fullerton
Budget Transfer Overview

Requester completes Budget Transfer spreadsheet and emails it to Approver.

If request returned, spreadsheet is emailed back to Requester.

Requester and Approver receive email, budget transfer has been completed.

Approver receives email. If approved, emails spreadsheet to Budget Operations.

Budget Operations transfers budget as requested and emails journal ID to Approver and Requester.

NOTE: Budget can return to department if request cannot be processed.

Receives approval email. Verifies appropriate approver via delegation of authority chart and funds are available for transfer.
Payroll Expense Transfers

- **Deadline** Wednesday, June 20, 2012

- Payroll Expense Transfer Form
  [http://finance.fullerton.edu/Budget/Forms/](http://finance.fullerton.edu/Budget/Forms/)
FY 2012-2013 Baseline Budget

• **Friday, June 15, 2012**
  FY 2012-2013 Baseline Budgets at the CFS chart-field level as of May Month-end (May 31, 2012).

• **Wednesday, July 18, 2012**
  FY 2012-2013 Baseline Budgets at the CFS chart-field level as of the end of fiscal year 2011-2012 (June 30, 2012).

• **Wednesday, August 1, 2012**
  Deadline to submit changes to the baseline budget.
Payroll Services

- Payroll Documents for the June 2012 pay period and prior must be received in Payroll Services by **Friday, June 29, 2012** to ensure that the expenditures are charged appropriately to FY 2011-2012 (see 2012 Attendance and Pay Schedule for other due dates.
  
  [http://hr.fullerton.edu/Payroll/Documents/Attendance_and_Pay_Schedule_2012.pdf](http://hr.fullerton.edu/Payroll/Documents/Attendance_and_Pay_Schedule_2012.pdf)

- Hire or change documents for faculty, staff, and administrators must be received in Payroll Services by **Friday, June 1, 2012**, to ensure that the expenditures are charged appropriately to FY 2011-2012. Please note that documents to be submitted are for payment only, no leave accounting documents are required by the July 1, 2012 date.
  
  [http://hr.fullerton.edu/Payroll/Forms/]
Preparing for Year-End Close Activities

1. Plan early

2. Watch out for deadlines

2. Review BBA (Budget Balance Available)

3. Review Revenue/Expense Report (record accruals, if needed)
# Year-End Close Contacts

<table>
<thead>
<tr>
<th>Process</th>
<th>Department Location</th>
<th>Contacts</th>
<th>Ext.</th>
<th>Distribution List Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billing Requests</td>
<td>Accounting Services</td>
<td>Lynn Cayas, Laura Hultman</td>
<td>8474, 8356</td>
<td>DL-Accounting <a href="mailto:Accounting@fullerton.edu">Accounting@fullerton.edu</a></td>
</tr>
<tr>
<td>Expenditure Transfers, Non-Payroll</td>
<td>CP-300</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Invoices</td>
<td>Accounts Payable</td>
<td>Mary Ann Torres, Kathleen Carlaga</td>
<td>5735, 3339</td>
<td>DL-AP <a href="mailto:AP@fullerton.edu">AP@fullerton.edu</a></td>
</tr>
<tr>
<td></td>
<td>CP-300</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Budget Transfers</td>
<td>Budget Operations</td>
<td>Sarah Song, Jennifer Chung</td>
<td>2304, 3634</td>
<td>DL-Budget <a href="mailto:Budget@fullerton.edu">Budget@fullerton.edu</a></td>
</tr>
<tr>
<td>Payroll Expense Transfers</td>
<td>CP-300</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reimbursement/Deposit to Univ</td>
<td>Cashiers</td>
<td>Zia Qureshi, Diana Janzen</td>
<td>4238, 4248</td>
<td>DL-Cashier <a href="mailto:Cashier@fullerton.edu">Cashier@fullerton.edu</a></td>
</tr>
<tr>
<td>Petty Cash</td>
<td>UH-180</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchase Requisitions</td>
<td>Contracts and Procurement</td>
<td>Sally Yassine, Angie Warren</td>
<td>4503, 4532</td>
<td>DL-Procurement <a href="mailto:Procurement@fullerton.edu">Procurement@fullerton.edu</a></td>
</tr>
<tr>
<td>Purchase Orders</td>
<td>CP-300</td>
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<td></td>
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</tr>
<tr>
<td>Change Orders</td>
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</tr>
<tr>
<td>US Bank Visa P-Card</td>
<td>Contracts and Procurement</td>
<td>Michael Pruitt, Hector Muniz</td>
<td>3758, 5136</td>
<td>DL-Pcard <a href="mailto:Pcard@fullerton.edu">Pcard@fullerton.edu</a></td>
</tr>
<tr>
<td>OfficeMax</td>
<td>CP-300</td>
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Questions?

http://finance.fullerton.edu/

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