



**LONG BEACH** STATE  
UNIVERSITY

# FINANCE, WHAT'S NEW!

April 2022

# Webinar Housekeeping Items

- Your microphones are muted, and the video of the audience is turned off.
- Please feel free to ask questions as we go through the webinar via the Q & A function on your screen, as we will be taking breaks throughout the presentation to respond to your questions.



# **Welcome**

## **Milton Ordoñez**

Associate Vice President

### **Contact Information:**

Milton.Ordonez@csulb.edu  
562-985-4162

# Agenda

**Welcome**

**Milton Ordoñez, Associate Vice President, FM**

**CMS Financial Services**

**Sarina Gallon, Director**

**Controller's Office**

**Maureen O'Brien, Controller**

**Student Financial Services**

**Suzie Payne, Director**

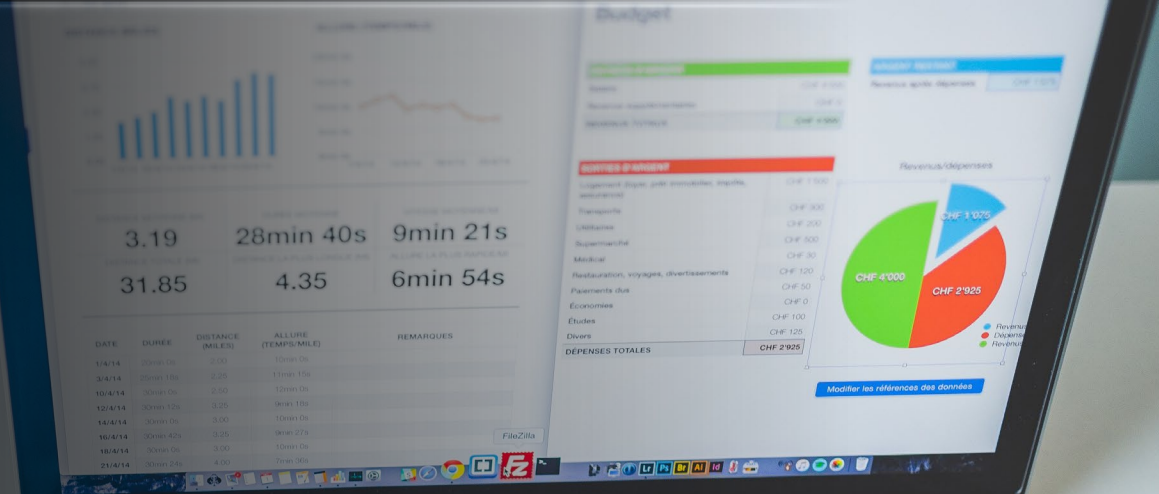
**Procurement Services**

**Michael Pruitt, Director**

**Closing Remarks and Q&A**

**Milton Ordoñez**

# Common Management System (CMS) Financial Services



# Acronyms Defined

**CMS** = Common Management System

The Common Management System is equivalent to PeopleSoft. We have a PeopleSoft Finance System, a PeopleSoft Student Administration System and a PeopleSoft HR System. All the systems are under CMS and PeopleSoft is the software that is used under CMS.

**CFS** = Common Finance System.

Also known as PeopleSoft Finance.

**SFS** = Student Financial System or Student Financial Services.

Student Financial Services is more commonly used across the campus. In my presentation, within the presentation, SFS, will be in reference to Student Financial Systems.

# CMS Financial Services Agenda

1. CMS Financial Services Retirements and Promotions
2. CFS PeopleSoft Finance Upgrade
3. Add and Display ProCard Calendar Within Outlook
4. Training Opportunities
5. Small Business and Disabled Veteran Business Supplier Search
6. New DocuSign Forms
7. Student Administration System (PeopleSoft) - Fluid Navigation

# Staffing Changes

## Promotions:

Sarina Gallon, Director

Eva Dotti, Student Financial Systems Lead

## Retirements:

Brenda Miller

Jennifer Choi

Herb Sutherland



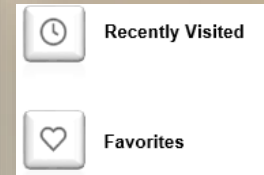
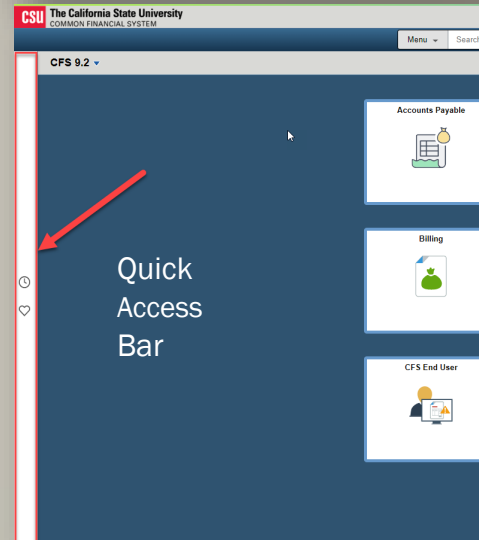
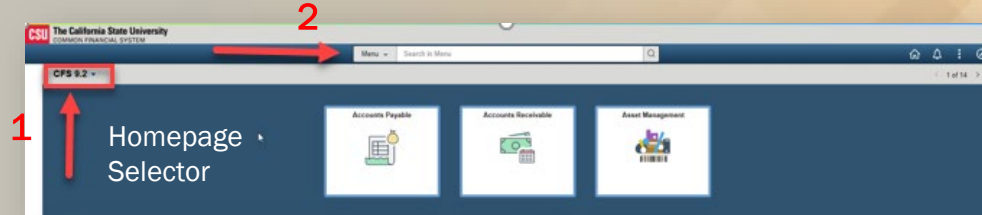


# CFS PeopleSoft Finance Upgrade

CFS PeopleSoft Finance will be upgraded in November to MP5.

## What does this mean to you?

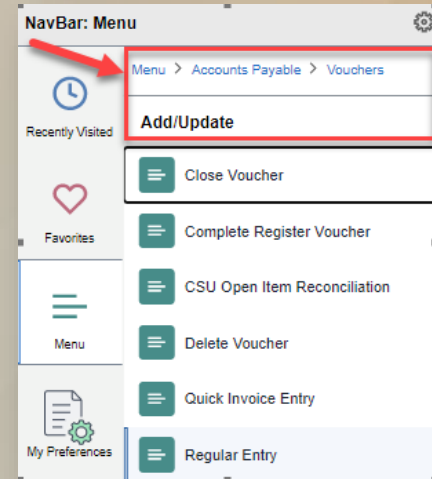
- PeopleSoft will be unavailable between Friday 11/18/22 - Monday morning 11/21/22
- Functionality is the same but there is a new look and feel for the following items.
  - Global Search Bar location
  - Homepage Selector
  - Quick Access Bar
  - Homepage Selector
  - Icon Changes (navigation, menu)
  - NavBar Menu Breadcrumbs



# CFS PeopleSoft Finance Upgrade



While navigating, breadcrumbs will appear within the NavBar



NavBar  
 Use to display the navigation bar (NavBar). After pressing the Navigation Bar button, the NavBar side page appears. Use this page to access additional navigational options:

The diagram compares the NavBar design between MP 4.0 and MP 5.0. On the left, the MP 4.0 design shows a vertical stack of icons: 'NavBar', 'Recent Places', 'My Favorites', and 'Navigator'. On the right, the MP 5.0 design shows a vertical stack: 'NavBar', 'Recently Visited', 'Favorites', 'Menu', and 'My Preferences'. A green box labeled 'MP 5.0 New Icon design' has a red arrow pointing from the MP 4.0 NavBar icon to the MP 5.0 NavBar icon.

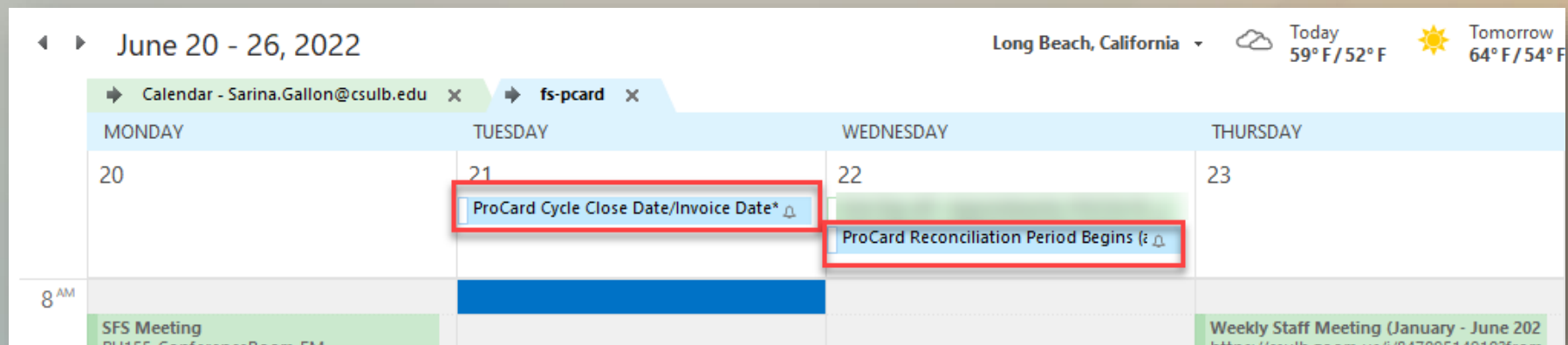
# Add and Display ProCard Calendar Within Outlook

Instructions with screen shots:

<https://www.csulb.edu/financial-management/procurement-services/add-and-display-procard-calendar-within-outlook>

Video instructions:

<https://web.microsoftstream.com/video/d959764c-31ae-464b-9a12-9f9c9c3e6ff5?channelId=a1d0bce9-79cc-4579-8e46-bfabcc6eafa0>



The screenshot shows an Outlook calendar for the week of June 20-26, 2022. The calendar is viewed in a weekly layout. Two specific ProCard events are highlighted with red boxes:

- ProCard Cycle Close Date/Invoice Date\***: This event is scheduled for Tuesday, June 21, 2022.
- ProCard Reconciliation Period Begins**: This event is scheduled for Wednesday, June 22, 2022.

Other visible events include an "SFS Meeting" on Monday, June 20, and a "Weekly Staff Meeting (January - June 2022)" on Thursday, June 23.

# e Catalog page

CALIFORNIA STATE UNIVERSITY LONG BEACH

Financial Services

MENU



FINANCIAL MANAGEMENT STUDENT FINANCIALS PROCUREMENT RISK MANAGEMENT CONTRACT CONTROLLER'S OFFICE CMS FINANCIAL FMIS

PEOPLESFT STUDENT FINANCIALS  
SERVICE REQUEST

FINANCIAL MANAGEMENT TRAINING  
COURSE CATALOG

CAMPUS SINGLE SIGN ON

[Home](#) > [Financial Management](#) > [CMS Financial](#) > [Financial Management Course Catalog](#)

## FINANCIAL MANAGEMENT COURSE CATALOG

Providing skill-based financial management related training opportunities for staff and faculty. Please select the desired course.

ACCOUNTS PAYABLE AND PAYMENT INQUIRIES



CASH HANDLING/CREDIT CARD/E-COMMERCE PAYMENT POLICIES



CHARTFIELDS, SPEEDCHARTS AND APPROVALS



# Financial Management Training Video Library

<https://web.microsoftstream.com/browse?q=%23CSULBFinanceTraining>

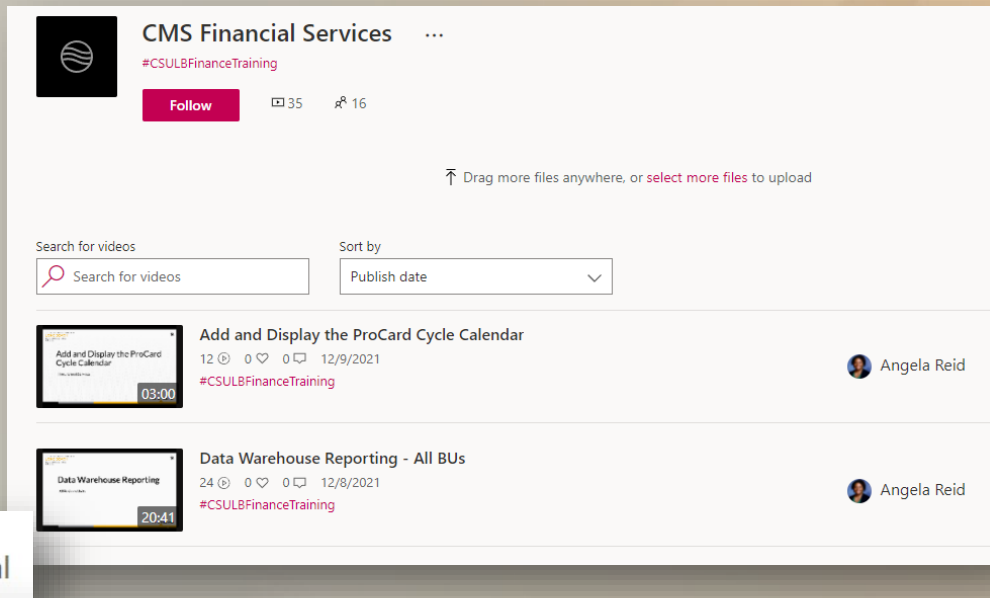
## Latest Videos Created:

- Data Warehouse Reporting
- Campus Travel Procedures

Training video recommendations?  
Email us at [fishelpdesk@csulb.edu](mailto:fishelpdesk@csulb.edu)

[CSULB Home](#) ▶ [Financial Management](#) ▶ [CMS Financial](#)

FINANCIAL MANAGEMENT TRAINING 



The screenshot shows a Microsoft Stream video library page for 'CMS Financial Services'. The page header includes the organization's logo, name, and a 'Follow' button. Below the header, there are search and sort options. The main content area displays two video thumbnails with their titles, durations, and upload dates. The first video is 'Add and Display the ProCard Cycle Calendar' (03:00) uploaded on 12/9/2021. The second video is 'Data Warehouse Reporting - All BUs' (20:41) uploaded on 12/8/2021. Both videos are by Angela Reid and feature the #CSULBFinanceTraining hashtag.

## Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) Supplier Search

**Search for Supplier Name**

**Search for Keywords (Printing, Graphics, WorkFlow)**

**Certification Type**

- Select all
- DVBE
- DVBE-MB
- DVBEMBSBPW
- DVBE-SB
- MB
- SB

**Search for Service County Areas (Los Angeles, Orange, San Bernardino)**

DVBE = Disabled Veteran Business Enterprise    MB = Micro Business    SB = Small Business    SB-PW = Small Business for Public Works

Supplier ID	Supplier Name	Num	Cert Type	Cert ID	Industry Type	Webpage	Keywords
0000044618	@XI COMPUTER CORPORA...	1	MB	2019087	'Manufacturer,	www.xicomputer.com	computer,NVIDIA TESLA HPC,CAD work
0000013385	10-8 RETROFIT	1	MB	1758177	'Non-Manufacturer,'Service,	http://www.10-8retrofit.com	Light,Lighting,,Bumpers,Push,Sirens,Re
0000041473	4 SEASONS ROOFING INC	1	MB	1661540	'Construction,'Service,		Roofing,installations,,skylight,roofing,s

[https://csulb.sharepoint.com/sites/Financial-Management/cms-financial-services/Community/SitePages/Small-Business-\(SB\)-and-Disabled-Veteran-Business-Enterprise-\(DVBE\).aspx](https://csulb.sharepoint.com/sites/Financial-Management/cms-financial-services/Community/SitePages/Small-Business-(SB)-and-Disabled-Veteran-Business-Enterprise-(DVBE).aspx)

# New DocuSign Forms

- Delegation of Authority Form
- CS Link Authority Form (LBFDN Payroll)

## Coming Soon

- Finance Authority Form
- Chartfield Request Form

DocuSign Envelope ID: 182D7CB2-1D0D-47E4-943A-52A3CB134C77

**LONG BEACH** STATE UNIVERSITY | **DELEGATION OF AUTHORITY**

LBCMP    LBFDN    LB49R

**REQUEST TYPE** (select one)

Add a new Fund or Department to Delegation Authority   
  Update Existing Delegation Authority  
 Replace and Inactivate Delegation Authority   
  Inactivate Delegation Authority

**ADD A NEW FUND OR DEPARTMENT TO DELEGATION AUTHORITY** - Specify Employee Name(s)

Type:  Fund  Dept   Value: \_\_\_\_\_

Provide Delegation Authority to:


**REPLACE AND INACTIVATE DELEGATION AUTHORITY** - Provide the same Delegation Authority as employee to be inactivated

INACTIVATE: Name: \_\_\_\_\_ Dept ID: \_\_\_\_\_

REPLACED BY: Name: \_\_\_\_\_ Dept ID: \_\_\_\_\_

**UPDATE EXISTING DELEGATION AUTHORITY** - Update Delegation Authority for specified employee.

Name: \_\_\_\_\_ Dept ID: \_\_\_\_\_

**Department** - If only a division or Sub-Division is entered, then all of its departments will automatically be included.

SELECT TYPE	DIVISION NAME			SUB-DIVISION			DEPT ID	DEPT ID	DEPT ID	DEPT ID	DEPT ID

SELECT TYPE	FUND	FUND	FUND	FUND	FUND	FUND	FUND	FUND	FUND	FUND	FUND

**INACTIVATE DELEGATION AUTHORITY** - Specify employee who no longer require Delegation Authority

INACTIVATE: Name: \_\_\_\_\_ Dept ID: \_\_\_\_\_

**REQUESTOR**

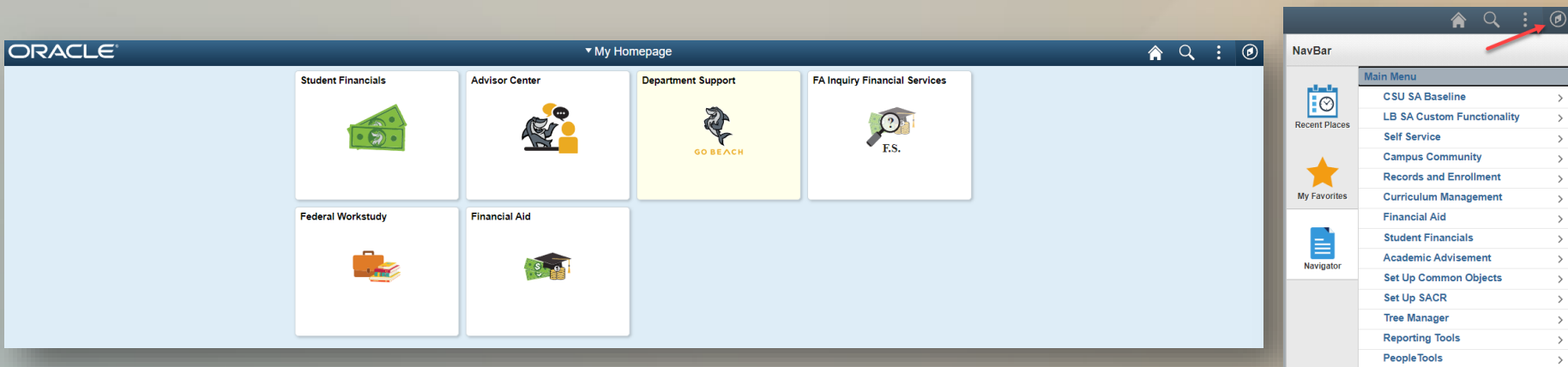
NAME: Sarina Gallon   DATE: 3/29/2022   Comments: \_\_\_\_\_

EMAIL: sarina.gallon@csulb.edu   SIGNATURE:

# Student Administration System (PeopleSoft) - Fluid Navigation

This change only impacts PeopleSoft users with administrative access and **will not impact MyCSULB Student Center or Faculty Center.**

- **New Homepage** with graphic tiles identifying your most essential PeopleSoft pages
- **New Navigation Bar** with links to your Recent Pages, Favorites, and Main Menu



The screenshot displays the Oracle PeopleSoft interface. The top header includes the Oracle logo and a 'My Homepage' dropdown menu. The main content area features six graphic tiles for navigation: Student Financials, Advisor Center, Department Support, FA Inquiry Financial Services, Federal Workstudy, and Financial Aid. On the right side, a 'NavBar' is visible, containing sections for 'Recent Places', 'My Favorites', and 'Navigator'. The 'Main Menu' is expanded, listing various administrative functions such as CSU SA Baseline, LB SA Custom Functionality, Self Service, Campus Community, Records and Enrollment, Curriculum Management, Financial Aid, Student Financials, Academic Advisement, Set Up Common Objects, Set Up SACR, Tree Manager, Reporting Tools, and PeopleTools. A red arrow points to the navigation bar area.

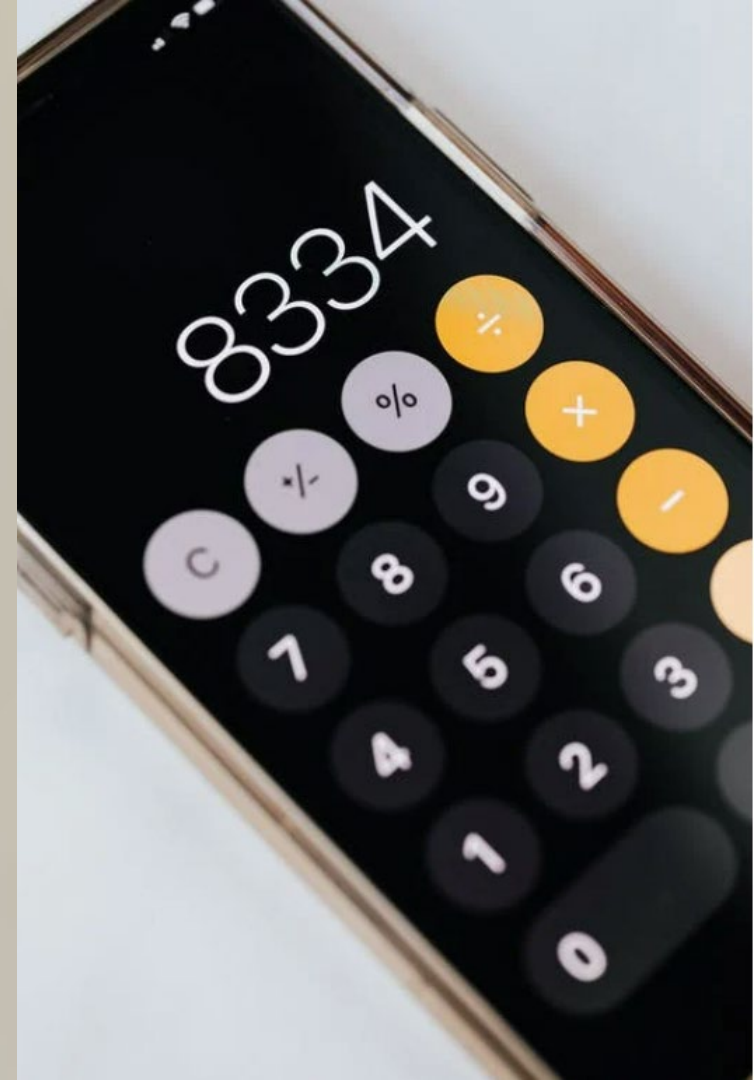




# Controller's Office

A California State University Campus

# New Staff Introduction: Gregory Cruz, Accountant CSULB Foundations



# Accounts Payable

## We've Moved!

You can now find us in Foundation Building Room 332



# Accounts Payable

CALIFORNIA STATE UNIVERSITY  
**LONG BEACH**  
Division of Administration  
& Finance

UNIVERSITY CONTROLLER



## Campus Travel Procedures

What to do before, during and after

### Transcript

Search transcript

- 00:00 Welcome to the Campus Travel
- 00:02 Procedures training class.
- 00:04 We have divided the travel presentation
- 00:06 into 3 segments in a timeline fashion.
- 00:10 Things you need to do before you travel.

CALIFORNIA STATE UNIVERSITY  
**LONG BEACH**  
Division of Administration  
& Finance

## Overview

### *Before You Travel*

- Approvals
- Campus travel agent
- Transportation
- Lodging
- Hotel cancellations
- Airline cancellations
- Personal time

### *During Your Trip*

- Conference/meeting agenda
- Meals
- Incidentals
- Mileage
- Receipts
- Trip notes

### *After Your Trip*

- Travel Claims
- Claim preparer
- Claim approval



### DEPARTMENT KEY

- **LBCMP** - CSULB Campus
- **LBFDN** - CSULB Research Foundation
- **LB49R** - CSULB 49R Foundation

### CONTACT DEPARTMENT KEY

- **GA** - General Accounting Campus - contact [Sean Lee](#)
- **GA** - General Accounting Foundations - contact [Giancarlo Cosavalente](#)
- **B** - Budget - contact [Maria Bajo](#)
- **PO** - Purchasing Office - contact [Michael Pruitt](#)
- **AP** - Accounts Payable - contact [Carol Monson](#)
- **REC** - Receiving - contact [Maria Guillen](#)

[Printable Version \(PDF\)](#)

# Financial Management Calendar 2021/2022 and Contacts

Due Date	Task	Contact Dept	Business Units
November 30, 2021	The Schedule of Fall Faculty Release Time to be invoiced to the Foundations is due to General Accounting.	GA	LBCMP
November 30, 2021	CPIE Fall Reimbursement to be invoiced to the Foundations is due to General Accounting.	GA	LBCMP
April 1, 2022	Requisitions needed for current year processing that require a formal bid are due to Purchasing.	PO	LBCMP, LBFDN, LB49R
April 29, 2022	Purchasing will begin reviewing all open encumbrances with departments.	PO	LBCMP, LBFDN, LB49R
May 13, 2022	The Schedule of Spring Faculty Release Time to be invoiced to the Foundations is due to General Accounting.	GA	LBCMP
May 13, 2022	CPIE Spring Reimbursement to be invoiced to the Foundations is due to General Accounting.	GA	LBCMP
May 27, 2022	Last day to submit approved requisitions for current year processing.	PO	LBCMP, LBFDN, LB49R
June 1, 2022	Purchasing will accept on-line requisitions for next fiscal year. Purchase Orders will not be dispatched, however, until July 1.	PO	LBCMP, LBFDN, LB49R

# Cash Posting Orders (CPOs)

**Out with the Old:**

Cash Posting  
Orders (CPOs)

**In with the New:**

Interagency  
Financial  
Transactions (IFTs)

# Interagency Financial Transaction (ITF)

## INTERAGENCY FINANCIAL TRANSACTIONS ▲

Payments for services between CSULB and the Chancellor's Office and other CSU campuses must be processed through an IFT (Interagency Financial Transactions, previously known as CPO (Cash Posting Order)). No check payments are allowed. It is recommended that the campus requesting the money completes the IFT request. IFTs are not applicable to CSU auxiliary organizations – check payments are processed, similar to 3rd party payments.

To initiate an IFT:

1. Please complete the [IFT Request Form \(DocuSign\)](#).

## NAVIGATION:

- CSULB Home
- Financial Management
- Controller's Office
- Accounting
- Interagency Financial Transactions



# Interagency Financial Transaction (ITF)

DocuSign Envelope ID: 2DA8906F-F95B-41CF-B6A3-735DB2D2BC19



## INTERAGENCY FINANCIAL TRANSACTION (IFT) REQUEST FORM

(FOR LBCMP USE ONLY)

REQUESTOR CONTACT INFORMATION		
NAME	EMAIL	PHONE
Kristina Randig - test	kristina.randig@csulb.edu	<input type="text"/>

INTERAGENCY FINANCIAL TRANSACTION (IFT) INFORMATION
SUBJECT LINE: <input type="text"/>
DETAILED DESCRIPTION
<input type="text"/>

CSULB CHARTFIELD				
FUND	DEPT ID	PROGRAM	CLASS	PROJECT
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

CAMPUS(ES) YOU ARE PAYING		THEIR CAMPUS CONTACT		
CAMPUS NAME	AMOUNT	NAME	EMAIL	PHONE
-- select --	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
-- select --	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
-- select --	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>TOTAL</b>	<b>0.00</b>			





# Interagency Financial Transaction (ITF)

CAMPUS(ES) YOU ARE BILLING		THEIR CAMPUS CONTACT		
CAMPUS NAME	AMOUNT	NAME	EMAIL	PHONE
-- select --				
-- select --				
-- select --				
<b>TOTAL</b>	<b>0.00</b>			

**IMPORTANT:** Attach supporting documentation to the Interagency Financial Transaction (IFT) Request form.



ADDITIONAL CONTACTS (OPTIONAL)			
NAME	EMAIL	PHONE	CAMPUS NAME
			-- select --
			-- select --
			-- select --

<b>REQUESTOR NAME</b> Kristina Randig - test	<b>REQUESTOR SIGNATURE</b> 	<b>DATE</b> 4/17/2022
<b>APPROPRIATE ADMIN (LEVEL 4 OR HIGHER)</b> Kristina Randig	<b>APPROPRIATE ADMIN SIGNATURE</b>	<b>DATE</b>



# Instructions for IFT Request

Payments for services between CSULB and the Chancellor's Office and other CSU campuses must be processed through an IFT (Interagency Financial Transactions, previously known as CPO (Cash Posting Order)). No check payments are allowed. It is recommended that the campus requesting the money completes the IFT request. IFTs are not applicable to CSU auxiliary organizations – check payments are processed, similar to 3rd party payments

# Instructions cont'd

To initiate an IFT:

1. Please complete the [IFT Request Form \(DocuSign\)](#).
2. Campus Accounting will review and submit the IFT to the Chancellor's Office (CO).
3. CO will obtain approvals from the affected campus(es).
4. CO will distribute the IFT to all campuses involved.
5. General Accounting will record the IFT as a journal entry.

# Instructions cont'd

Notes and suggestions:

- Supporting documents are required.
- Supporting documentation for conference registration: attach a registration roster that has information of attendee name, campus, department, email address & phone number or completed registration forms.
- Wait until after the registration deadline to submit a IFT in order to collect the registration fees all in one IFT.

# Questions?

- This concludes my part of this morning's presentation. I'll be happy to answer questions about these topics or any others.

# Student Financial Services

A wide-angle photograph of a modern university building with a prominent glass facade and a brick base. The building's glass reflects the sky and surrounding greenery. In the foreground, a paved walkway is busy with students. A young man in a red shirt and blue jeans is riding a bicycle towards the left. To his right, a large group of students is walking in various directions. In the immediate foreground on the right, a young man in a white and black t-shirt and dark pants is walking towards the right, carrying a black backpack. The ground is paved with light-colored concrete and reddish-brown tiles. The sky is overcast with grey clouds. The overall scene depicts a typical day on a university campus.

# Student Financial Services Updates

- CARES/HEERF Act
- Staff Updates
- New Staff
- Brotman Hall, Cashier's Hours



# HEERF Accounting

Higher Education Emergency Relief Fund

On March 18<sup>th</sup>, we loaded grant payments to 36,560 students, totaling over \$35 million. This is expected to be the last HEERF grant to students.





# Staffing Updates



**Victor Ortega** is our **Cashiering Supervisor**. Previously, Victor worked in Student Account Services for 16 years.

**Robert Ryan**, is our new **Student Account Services Supervisor**. Previously, Robert worked as our Cashiering Supervisor for 3+ years.

**Adrienne Robertson** is our new **Disbursement Supervisor**. She comes to us from Trident University, where she worked for 11 years.

**Ina Tarigan** has retired from Disbursements, after 35 years of service.

# New Faces of Student Financial Services



Adrienne Robertson



Dany Wang



Sydney Johnson



Megan Jones



Gabrielle Bauer

# Cashier Hours

The Cashier hours are:

8:30 to 12:00

and

1:00 to 5:00



# Contracts Office



Insurance. The Contractor will carry liability insurance...  
Assignment. The Contractor (if warranted) relative to any service that the Contractor...  
Signature

*[Handwritten signature]*

The background of the slide features a semi-transparent image of a modern building with a blue roof and several large trees with green foliage. The text is overlaid on this background.

**Welcome**  
**Narresh**  
**Ravishanker**  
Contract Manager

**Contact Information:**

**[FM-ContractServices@csulb.edu](mailto:FM-ContractServices@csulb.edu)**

[Narresh.Ravishanker@csulb.edu](mailto:Narresh.Ravishanker@csulb.edu)

562-985-4558

*Replaces Timothy Vink*

# Contract Services

- Work with internal and external stakeholders to review and revise contract terms to ensure compliance with law, regulation, and policy.
- Make recommendations and assist in negotiations with partners, affiliates, vendors, and third parties.
- Currently in the process of revising submission and review procedures to provide transparency and improve efficiency in review process.
- New system will be tested in the coming weeks, and thereafter new procedures will be available on Financial Management/Contract Services website and provided to ASMs directly.
- For immediate response or status inquiries, please direct correspondence to the Contract Services shared email box at [FM-ContractServices@csulb.edu](mailto:FM-ContractServices@csulb.edu).



# Risk Management



# **Welcome** **Jeff Wood** Risk Manager

## **Contact Information:**

Jeff.Wood@csulb.edu  
562-985-2396

*Replaces Felissa Waynick*



# Risk Management

- Assists in the administration and facilitation of campus programs in order to minimize risks to students, employees and visitors to the campus.
- Makes recommendations and takes action to reduce the risk of loss or damage to university owned property.
- Responsible for providing advice and information, as well as coordinating all risk management functions, to those with program responsibilities.
- Provides assistance with risk identification and evaluation, insurance review and compliance, issuing certificates of insurance and providing liability waivers and field trip risk assessment.
- Provides additional services to students, faculty and staff including assisting with the purchase of special events insurance, foreign travel insurance and business property insurance.



**Procurement**

The background of the slide features a large, light blue, semi-transparent graphic of a building's roofline on the left side, and several large, leafy trees on the right side. The overall scene is set against a clear, light blue sky.

# **Welcome**

# **Michael Pruitt**

Director, Procurement  
Services

## **Contact Information:**

Michael.Pruitt@csulb.edu  
562-985-1967

*Replaces Nancy Murray, Procurement  
Manager*

# Procurement Staff

- Michael Pruitt – Director, Procurement Services (New)
  - Cathy Bishop – Procurement Specialist
  - Terri Reilly – Buyer III Lead
  - Paula Serrano – Buyer III
  - Kim Mowl – Buyer III
  - Marcella Alvear – Buyer III (*New Position*)
  - *Faith Martin – Buyer III (New)*
  - *Lucia Linares Gaustad – Buyer II (New)*
  - Angelina Castillo – Buyer I (*New Position*)
  - *Karen Seo – Administrative Support Coordinator (New)*



# New Program Administrators

- ProCard Program
  - Angelina Castillo is the new ProCard Administrator.
- Office Supply Program (Staples)
  - Karen Seo is the new Office Supply Program Administrator.

# ProCard Guideline Updates

- Fraudulent activity reporting requirements.
- Closing of ProCards accounts with no activity for 12 or more consecutive months.
- ProCard revocation appeal process.

[CSULB Home](#) > [Financial Management](#) > [Procurement Services](#) > Procurement Card Guideline

## PROCUREMENT CARD GUIDELINE

The purpose of this Guideline is to ensure California State University, Long Beach ("University") compliance with Procurement Credit Card (ProCard) program by providing guidelines for the appropriate use of the card and authority for various transactions and activities for authorized University business purposes.

### OVERVIEW OF THE PRO CARD PROGRAM

#### Overview

Participants in this program are issued a US Bank Visa Credit Card with the Business Unit name and the employee's name as the co-participants. Reconciliation of statements will occur in the CFS PeopleSoft Procurement Credit Card module. This system will allow the Cardholder the flexibility to process their month-end statement reconciliation electronically online. Cardholders will use this module to adjust transaction Chartfield information, record detailed descriptions per transaction, and review historical transaction information.

This document is applicable to all three Business Units which include California State University Long Beach (LBCMP), Research Foundation (LBFDNI), and 49ER Foundation (LB49R), hereafter, referred to as CSULB Business Units.

The participant will only be issued a single card either from the Campus or Research Foundation Business Unit accounts. This will be determined by the business unit funding source on many Cardholder transactions.

The mechanism for authorization to purchase utilizing the ProCard will be based on Campus Delegation of Authority. (Reference the Delegation of Purchasing Authority for details).

This program is offered to all business units as an alternative payment method for low dollar value transactions less than \$10,000; campus departments may set lower single and monthly limits for each Cardholder.

The sections below review the Procurement Credit Card program and associated policies.

# Helpful Hints For Requisitions

- Before submitting a requisition ensure you have the following items:
  - Does the purchase require a bid (informal – 3 quotes or a formal bid)?
  - Submitted a valid quote – A valid quote has not expired. Typically, quotes are valid for 30 days.
  - Vendor 204 form process has been started by department requestor and sent to the vendor.
  - All required approvals have been collected.
    - ATI Compliance Review (IT hardware, software, cloud base storage, etc.)
    - Beach Building Services Review (furniture, large equipment, installation requiring any alteration to a building structure)
    - Environmental Health & Safety Review (hazardous goods purchase)
    - Human Resources Review (independent contractor, bargaining unit contracting out)

# Helpful Hints For Requisitions

- Before submitting a requisition ensure you have the following items (Continued):
  - International Agreements (study abroad support services other than booking travel)
  - Risk Management (drones)
  - Completed Approval form (hospitality, gift)
  - Any additional document from the vendor (Contractual Agreement, Software License Agreement, Scope of Work/Services)



# How to Purchase and Pay Website

CALIFORNIA STATE UNIVERSITY LONG BEACH



FINANCIAL MANAGEMENT

STUDENT FINANCIALS

PROCUREMENT

RISK MANAGEMENT

CONTRACT

CMS FINANCIAL

FMIS

HOW-TO PURCHASE AND PAY

HOW-TO TRAVEL

FM CALENDAR 21/22

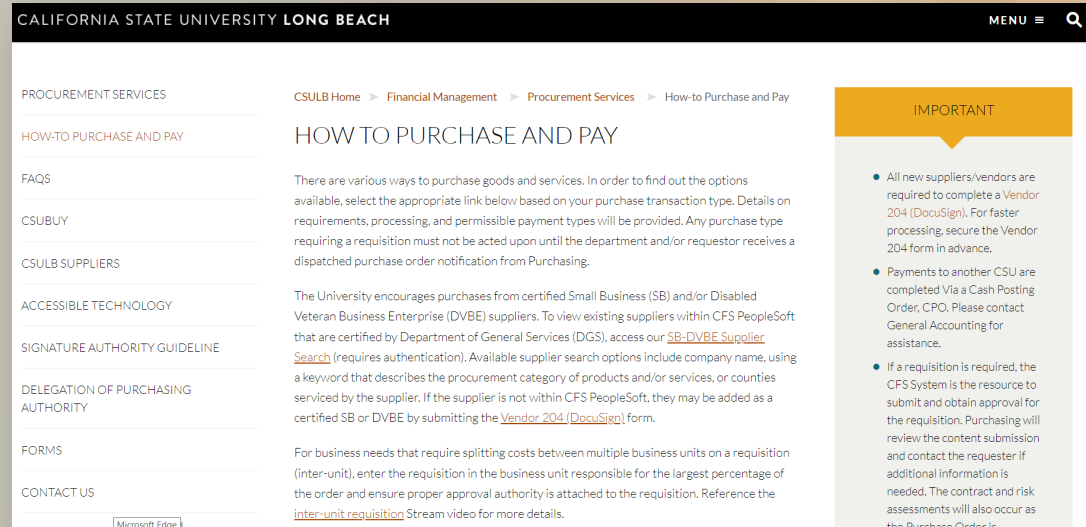
FM TRAINING

## FINANCIAL MANAGEMENT

We will continuously improve our policies and procedures in order to meet campus needs to the fullest extent possible. We will take advantage of technological advances to improve the efficiency of our processes for the benefit of our campus partners.

# How to Purchase and Pay Website

- The How to Purchase and Pay website will detail what additional approvals/forms may be required to make a purchase.
  - These additional requirements are contained in the “Additional Forms or Requirements?” section.
  - Every purchase category type has the unique requirements/approvals for that type of purchase.



The screenshot shows the website interface for 'CALIFORNIA STATE UNIVERSITY LONG BEACH'. The breadcrumb trail is: CSULB Home > Financial Management > Procurement Services > How-to Purchase and Pay. The page title is 'HOW TO PURCHASE AND PAY'. The left sidebar contains a menu with the following items: PROCUREMENT SERVICES, HOW-TO PURCHASE AND PAY (highlighted), FAQs, CSUBUY, CSULB SUPPLIERS, ACCESSIBLE TECHNOLOGY, SIGNATURE AUTHORITY GUIDELINE, DELEGATION OF PURCHASING AUTHORITY, FORMS, and CONTACT US. The main content area has the following text:

There are various ways to purchase goods and services. In order to find out the options available, select the appropriate link below based on your purchase transaction type. Details on requirements, processing, and permissible payment types will be provided. Any purchase type requiring a requisition must not be acted upon until the department and/or requestor receives a dispatched purchase order notification from Purchasing.

The University encourages purchases from certified Small Business (SB) and/or Disabled Veteran Business Enterprise (DVBE) suppliers. To view existing suppliers within CFS PeopleSoft that are certified by Department of General Services (DGS), access our [SB-DVBE Supplier Search](#) (requires authentication). Available supplier search options include company name, using a keyword that describes the procurement category of products and/or services, or counties serviced by the supplier. If the supplier is not within CFS PeopleSoft, they may be added as a certified SB or DVBE by submitting the [Vendor 204 \(DocuSign\)](#) form.

For business needs that require splitting costs between multiple business units on a requisition (inter-unit), enter the requisition in the business unit responsible for the largest percentage of the order and ensure proper approval authority is attached to the requisition. Reference the [inter-unit requisition](#) Stream video for more details.

At the bottom of the page, there is a Microsoft Edge browser icon.

On the right side, there is an 'IMPORTANT' section with the following bullet points:

- All new suppliers/vendors are required to complete a Vendor 204 (DocuSign). For faster processing, secure the Vendor 204 form in advance.
- Payments to another CSU are completed Via a Cash Posting Order, CPO. Please contact General Accounting for assistance.
- If a requisition is required, the CFS System is the resource to submit and obtain approval for the requisition. Purchasing will review the content submission and contact the requester if additional information is needed. The contract and risk assessments will also occur as the Purchase Order is...


# How to Purchase and Pay Categories

- Accreditation Expenses
- Advertisements (including Daily 49er)
- All Purchases Requiring a Binding Agreement or Insurance
- Cable TV and Internet
- Carpenter Performing Arts Center
- Copier Program (Paper & Copier)
- Defensive Driving
- Document Destruction
- Drones
- Emergency Purchases
- Equipment
- Facilities Mgmt Work Orders
- Food Services (Hospitality) Pre-Approved Caterers & Food Trucks
- Foreign Purchases
- Furniture
- Gift Cards
- Gifts
- Hazardous Goods
- Independent Contractor – Both for Campus/49er & Research Foundation
- Livescan Fingerprinting
- Membership Dues & Subscriptions
- Moving & Relocation
- Office Supplies
- Office Water Services
- Other (Any Other Goods Not Specified on the page)
- Parking (Permits and Shuttle Ads)
- Pharmaceuticals or Any Controlled Substances
- Postage & Shipping
- Printing (Inclusive of University Print Shop)
- Refunds
- Registration Fees for All Conferences, Classes and Workshops
- Services (Off-Site Only)
- Storage Unit Rental
- Technology
- Telephones/Telecommunications
- Travel
- Utilities
- Vehicles

# Equally Effective Alternate Access Plan (EEAAP) Form

## EEAAP form has been revised

- Reduced form down to 2 pages.
- Simplified the fields to remove confusion.
- Goal of the revision is to expedite completion and processing of the EEAAP form.



**EQUALLY EFFECTIVE ALTERNATE ACCESS PLAN (EEAAP)**

**PURPOSE OF THE EQUALLY EFFECTIVE ALTERNATE ACCESS PLAN**

In compliance with California Government Code Section 11135 and Section 508 of the Rehabilitation Act of 1973, the University must apply accessibility standards to Electronic and Information Technology (E&IT) products and services that it buys, creates, uses and maintains. When systems, software or processes do not meet requirements of Section 508, an alternative access plan must be developed to address the accessibility issue. This form is used to describe the alternate access plan. Plan approval from the E&IT Campus Approvers will be required before the procurement can commence.

**INSTRUCTIONS**

1. The requesting department is responsible for completing sections 1 through 6 below. For technical assistance, please contact your [technical coordinators](#).
2. The requestor or designee is responsible for forwarding the approved original document along with all associated E&IT procurement documents to the Procurement Office.

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**SECTION 1. REQUESTOR INFORMATION** \* asterisk indicates a required field

Name \* \_\_\_\_\_ Title \* \_\_\_\_\_ Extension \* \_\_\_\_\_

Department \* \_\_\_\_\_ College/Division \* \_\_\_\_\_

Building Location \* \_\_\_\_\_ Date \* \_\_\_\_\_

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**SECTION 2. DESCRIPTION OF THE PRODUCT OR OTHER E&IT PURCHASE**

# Equally Effective Alternate Access Plan (EEAAP) Form

## NAVIGATION

PROCUREMENT SERVICES

[CSULB Home](#) > [Financial Management](#) > [Procurement Services](#) > [Forms](#)

HOW-TO PURCHASE AND  
PAY

## FORMS

These are some of the forms that are commonly used for University business

FAQS

### ATI Compliance

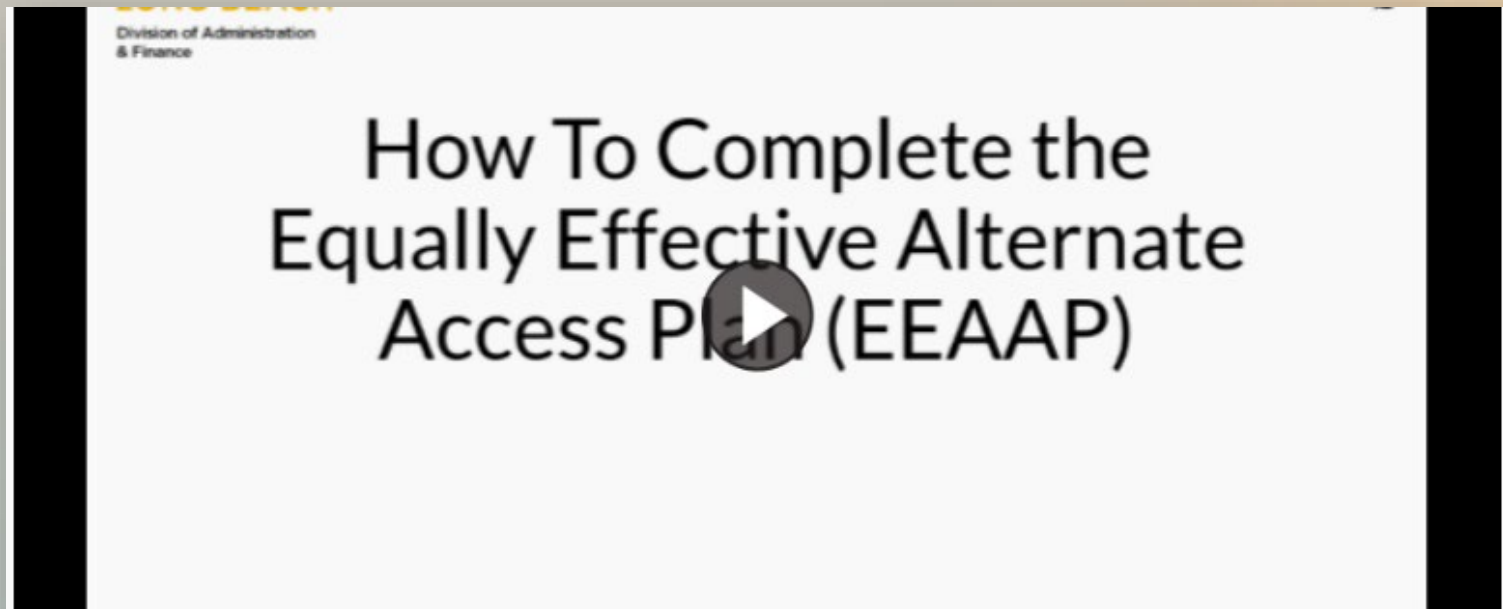
CSUBUY

- [IT Procurement Compliance Review \(PCR\) Process](#)
- [CSULB Equally Effective Alternate Access Plan \(EEAAP\) Form \(PDF\)](#)

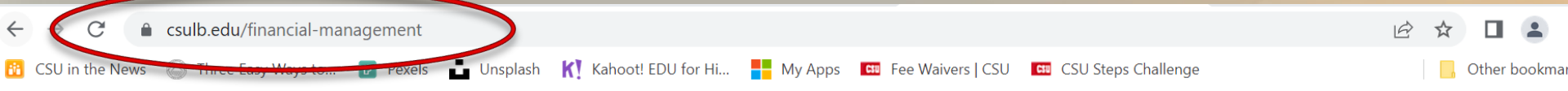
CSULB SUPPLIERS



# Video



# Financial Management Website



- FINANCIAL MANAGEMENT
- STUDENT FINANCIALS
- PROCUREMENT
- RISK MANAGEMENT
- CONTRACT
- CONTROLLER'S OFFICE
- CMS FINANCIAL
- FMIS

HOW-TO PURCHASE AND PAY

HOW-TO TRAVEL

FM CALENDAR 21/22

FM TRAINING

## FINANCIAL MANAGEMENT

We will continuously improve our policies and procedures in order to meet campus needs to the fullest extent possible. We will take advantage of technological advances to improve the efficiency of our processes for the benefit of our campus partners.

### ANNOUNCEMENTS/NEWS

- Cancelled Travel Itineraries

Thank you for  
joining us!  
Please be sure to  
complete our  
survey.



**Survey Code**



# QUESTIONS?