SJSU SAN JOSÉ STATE UNIVERSITY

Finance What's Up?
Fall 2020

Fall 2020 What's Up?

- All participants are muted
- Please use Q&A window to ask questions
- Session will be recorded

- Welcome and General Updates
- Upcoming FTS enhancements
- Annual Budget Report
- Bursar's Office Updates
- Payment Services Updates
- Strategic Sourcing Updates
- New Services with Tower Foundation
- PRAs and Subpoenas
- Risk Management: Virtual Conferences
- Distribution and Asset Services Updates
- Questions

WELCOME & GENERAL UPDATES

MARNA GENES, SENIOR ASSOCIATE VICE PRESIDENT OF FINANCE

Empathy is not connecting to an experience. Empathy is connecting to the emotions that underpin an experience.

-Brene Brown

New Bursar - Teresa Schmidt

Active Recruitments:

Director of Accounting Services

Collections/Account Rep (Bursar)

Admin Analyst (Bursar)

Upcoming FTS Enhancements

Shauna Rios, Associate Director of Finance Support and Innovation

We have a new task center in one.SJSU!

Finance And Business Services Tools

| Description | Announcements |

Description

👥 For all roles

Finance And Business Services Tools

Tasks

Financial Transaction Services (FTS) — FTS	**CFS Data Warehouse** — FDW
Master Caterers List — Google Sheet	**PO Change Order Request** — onbase
Finance Systems Access Request Form — Request Form	**CSUBUY** — website
ProCard/GoCard Statement Submission — OnBase	**PaymentWorks** — website
Common Finance System (CFS) — CFS	**TRIA Submission Form** — Google Form

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Two major enhancements to the Transfers module:

1. Ability to upload supporting documentation
2. Select appropriate approver from drop down list

Both enhancements apply to all transaction types within the Transfers module.

Transfers

For guidance on how Transfers should be used, see Journals document (prefixes WB, WE, WH, WI)

+ Q Budget Journal

+ Q Expense Journal

+ Q Hospitality Payment

+ Q Interdepartmental Expense Transfer

- Satisfies an audit finding
- Uploaded documents stored in OnBase
- Accessible via Document Retrieval

Approval Requirements by Transaction Type

Budget Journal	Optional
Expense Journal	Required
Hospitality Payment	Required
Interdepartmental Expense Transfer	Required

Functionality available December 2020

- Upon save, a drop down list of approvers will appear
- Can enter and approve transfers if you have approval access for specified chartfield deptID
- Emails go directly to the selected approver - bye bye mass email to approvers!

Approval Requirements by Transaction Type

Budget Journal	Must have access to both From and To DeptIDs
Expense Journal	Must have access to both From and To DeptIDs
Hospitality Payment	Must have approval for DeptID in the Payor chartfield
Interdepartmental Expense Transfer	Must have approval for DeptID in the Payor chartfield

Functionality available early 2021

ANNUAL BUDGET REPORT

DOUG WARD, DIRECTOR OF FINANCIAL PLANNING AND ANALYSIS

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Budget Report

Fiscal Year
2020/21

Highlights:

- Opening remarks from VP of Admin and Finance/CFO Charlie Faas

- Highlights and Facts

- Operating Plan Comparison

- The Sources and Uses

- Expenditure Budgets by Division

- Self-Support and Auxiliary Budgets and Narratives

- CARES Act (HEERF) Funds

Annual Budget Reports going back to 2007/08 can be found on the Finance and Business Services website located here:
https://www.sjsu.edu/finance/about_us/budget/budget_reports/

President Papazian's July 2020 message regarding the budget:
http://blogs.sjsu.edu/president/2020/07/20/a-message-from-the-csu-updates-regarding-budget-and-potential-layoffs/

VP of Administration and Finance/CFO Faas's August 2020 budget update:
https://www.sjsu.edu/adminfinance/about/budget_central/index.html

SJSU Newsroom September 2020 post on COVID-19 Playing Major Role in SJSU's 2020-2021 Fiscal Year Budget: https://blogs.sjsu.edu/newsroom/2020/covid-19-playing-major-role-in-sjsus-2020-2021-fiscal-year-budget/

BURSAR'S OFFICE UPDATES

TERESA SCHMIDT, BURSAR
BRIAN MITCHLER, TOWER CARD MANAGER

- New Tower Cards - latest technology combined with legacy functionality
  - universal door-access card
  - replaces FD&O white card

- Faculty/Staff Recarding -
  - mailed out by Dec 18th
  - new cards activated Jan 4th

- Students -
  - new cards issued to incoming Frosh/Transfer students for Spring '21
  - new cards issued when current cards are lost
  - new cards issued to incoming Frosh/Transfer students for Fall '21
  - new cards issued to all Housing returning residents for Fall '21

Cashiering Satellite Operations

Cash Handling Procedures

These procedures are for internal use by campus departments.

- Cash Handling Procedures for Campus Departments

Deposit and Transportation of Funds:

- Collections at satellite cashiering locations and departments are to be deposited to the Bursar's Office at least weekly or whenever collections exceed $500.00.

- At a minimum, transport must be accomplished jointly by at least two employees. When deposits exceed **$1,000.00**, employees shall be escorted by campus police.

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Spring 2021: Spring Payment Due Dates

Registration Period	Housing/Reg Charges Post to Acct	Payment Due Date	IPP Due Dates
Advance Registration Oct 27—Jan 24	Oct 27 - Dec 5	Dec 10	Dec 10 Jan 9 Feb 9 Mar 12
	Dec 6 - Jan 4	Jan 9	Jan 9 Feb 9 Mar 12
	Jan 5 - Feb 4	Feb 9	Feb 9 Mar 12

For students who register after February 4th, they will have three (3) days in which to pay from the date they register. If a student signs up for a payment plan after February 4th, they will have until February 9th to sign-up for the two month payment plan, due February 9th and March 12th.

PAYMENT SERVICES UPDATES

KIM GAMBLIN, ASSOCIATE DIRECTOR OF PROCUREMENT TO PAYMENT SERVICES

Hot Topics

- e-Invoice
- Adapted Travel
- Supplier New

Bonus: WFH FAQ's

Frequently asked Questions:

- How can I tell my PO invoice has paid?

- Has my PO invoice paid yet? I submitted it a while ago.

- The vendor hasn't received payment, why?

Tutorials created by Finance Support

Did you use the e-Invoice link?

one.SJSU

SJSU E-Invoice
website

FTS

Other

+ ProCard/GoCard Statement Submission

+ PO Change Order Request
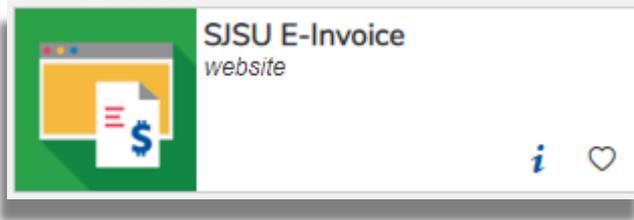
+ e-Invoice Submission
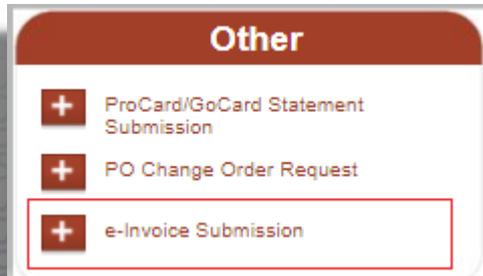
SJSU E-Invoice

Submit Purchase Order invoices electronically to the Payment Services Office.

All fields are required:

Purchase Order Number:

(Enter the complete 10-digit PO Number. Click PO Number to see sample.)

Supplier ID:

(Enter the complete 10-digit Supplier ID. Click Supplier ID to see sample.)

Invoice Number:	Invoice Amount:	Invoice Date: (mm/dd/yyyy)	Upload File:		
	0.00		Choose File No file chosen	+	−

Submit Invoice File

Is the document in the Support Documents? Here is how to check...

e-Invoice – Not submitted

e-Invoice – Submitted

(Note added after presentation)

Please type the Inv# i.e. 1254 or the word "Invoice" in this field to get a list of what has been submitted to Payment Services. This field will help the sorting of the documents attached.

OnBase ☆

Folder Type: Dynamic ⌄

📁 PUR Requisition - WR00089810

Document List ↻ ⌄

DOCUMENT NAME

▽ Contains...

📄 PUR Backup Documentation (WR00089810-3000038822) - 9/15/2020 8:29:16 AM

📄 PUR Requisition (WR00089810-3000038822) - 9/16/2020 8:48:11 AM

📄 PUR Purchase Order - Unsigned (WR00089810-3000038822) - 9/18/2020 3:31:47 PM

Document List ↻ ⌄

DOCUMENT NAME

▽ Contains...

📄 PUR Backup Documentation (WR00086771-3000036616) - 2/19/2020 7:14:19 AM

📄 PUR Backup Documentation (WR00086771-3000036616) - 3/10/2020 4:10:11 PM

📄 PUR Backup Documentation (WR00086771-3000036616) - 3/10/2020 4:11:03 PM

📄 PUR Backup Documentation (WR00086771-3000036616) - 3/10/2020 4:11:34 PM

📄 AP PO Invoice (1254-3/10/2020-$27,900.00-0000041713) - 3/26/2020 1:24:48 PM

📄 AP PO Invoice Email (1254-3/10/2020-$27,900.00-0000041713) - 4/1/2020 7:33:46 AM

📄 AP PO Invoice Dept Approval (1254-3/10/2020-$27,900.00-0000041713) - 4/1/2020 7:35:25 AM

📄 PUR Purchase Order - Unsigned (WR00086771-3000036616) - 3/10/2020 4:32:01 PM

📄 PUR Backup Documentation (WR00086771-3000036616) - 3/10/2020 4:12:09 PM

📄 PUR Backup Documentation (WR00086771-3000036616) - 3/10/2020 4:13:09 PM

Items: 13

Adapted Travel for Essential Traveling

Q: How do I get the President to approve my essential travel?

Adapted Travel Forms by Division:

- Academic Affairs Travel Form
- Admin & Finance Travel Form
- Research and Innovation Travel Form
- Office of Diversity Travel Form
- University Advancement Travel Form
- Student Affairs Travel Form
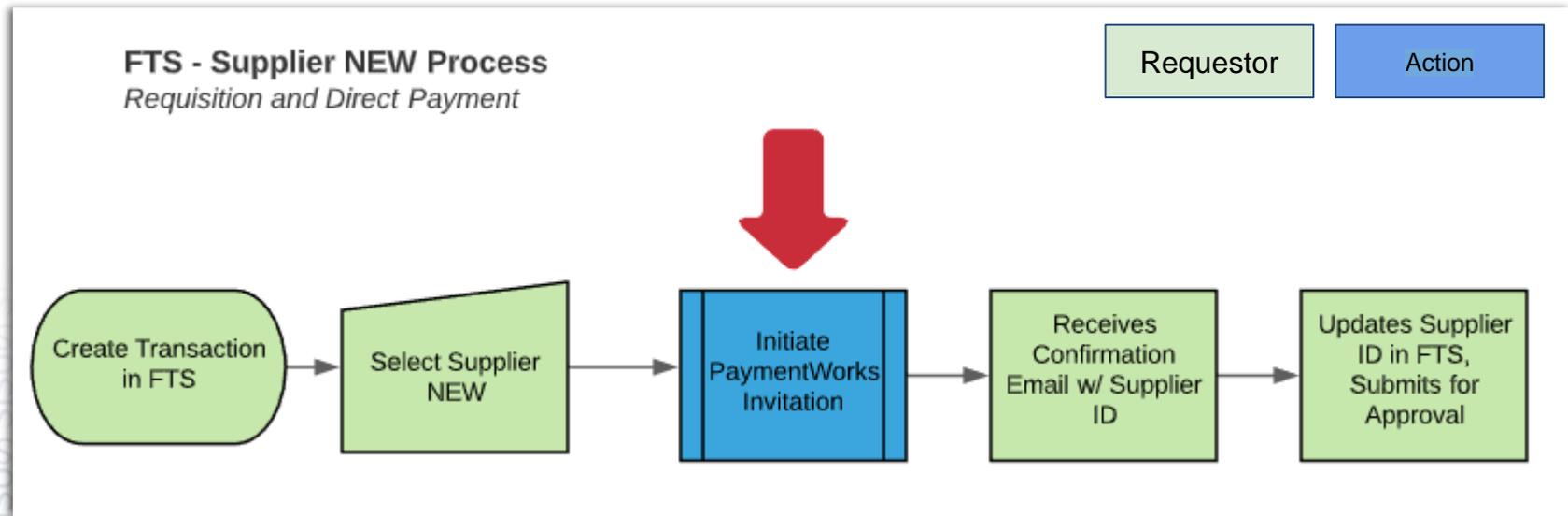- President's Office Travel Form
- IT Travel Form

Things to remember:

- <u>Do not</u> submit moving expenses through this process.

Note: Virtual Conferences should be submitted on a Travel Authorization to get the proper approvals needed if required by your Division.

Supplier New - Onboarding through PaymentWorks

What step is missed with Supplier New?

Supplier New - Onboarding through PaymentWorks

For Both Direct Pay Voucher & Requisition Process

Supplier New - Onboarding through PaymentWorks

What step is missed with Supplier New?

Supplier New - Onboarding through PaymentWorks

M Gmail

Registration Completed for RUTLAND TOOL & SUPPLY CO

PaymentWorks Support <no-reply@paymentworks.com>
To: SJSUPW+approval@gmail.com

RUTLAND TOOL & SUPPLY CO has completed the registration process and now is set up in the ERP system.

The following vendor number has been assigned:
0000000333

Vendor connected:
Company Legal Name - Rutland Tool & Supply Co.
Company DBA - RUTLAND TOOL & SUPPLY CO
Registration Submitted By - Melanie Rutland

For more information about this or other invitations in PaymentWorks, please go to the "Onboardings" page in PaymentWorks.

Best regards,
PaymentWorks Support

Supplier New - Onboarding through PaymentWorks

Work From Home FAQ's

- Tracking COVID expenses
- Internet & Cellular Expenses
- Office Supplies & Equipment
- Home Deliveries
- Travel
- Virtual, Online, and Software

WFH Questions & Answers

STRATEGIC SOURCING UPDATES
SARA BONAKDAR, DIRECTOR OF STRATEGIC SOURCING

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Supplier Name/ID	Use Case
Supplier NEW ID: 0000042333	**Available in both the Requisition and Direct Payment modules.** Select this supplier ID when you've identified a supplier you intend to business with or that you want to pay, AND the supplier ID does not exist in FTS.
Supplier TO BID ID: 0000043479	**Available in the Requisition module.** Select this supplier ID when submitting a requisition for goods/services that meet or exceed CSU bid thresholds and require a competitive bid process. This can translate to informal or formal bidding, **OR** instances where you have requested the Procurement team to assist you in sourcing or identifying a supplier for a good or service.
Supplier NO $ VALUE ID: 0000043480	**Available in the Requisition module.** Select this supplier when submitting a requisition for a contract or a document that requires the signature of the University, but it has no dollar value. Please note anything that requires a signature must be signed by the Procurement staff. Examples include but are not limited to, Student Placement Agreements (SPA), freeware, Memorandums of Understanding (MOU), hack-a-thons, etc.

Resource - Supplier Request Process

How do I find these options in FTS?

How do I find these options in FTS?

"Supplier No $ Value" Requisition

When to use "Supplier No $ Value" on a Requisition:

- Contracts needing signatures and no payment required
- Student Placement Agreements (SPA)
- Freeware
- Memorandums of Understanding (MOU)
- Hack-a-thons
- University Organization Agreement (UOA)

Useful tips:

- Enter the requisition amount as $1.00 when there is no dollar value associated with your request.
- First, verify the Supplier does not exist in the system. If the University has the supplier in the system, you may select the existing supplier ID, just make enter the amount as $1.00.
- Try looking up "Healthcare" vs "United Healthcare System".

"Supplier to Bid" Requisition

When to use Supplier To Bid:

- When your request is greater than or equal to $50,000 - the bid threshold.
- Informal Bid (e.g. requests for quotes, based on a written scope of work).
- Formal Bid (e.g. RFP, IFB).

Useful tips:

- If your request is below $50,000 threshold, but you do not know what supplier options you have, you may enter a Supplier to Bid requisition. The Strategic Sourcing Team can provide you with options for supplier selection.
  - Please indicate you need our assistance in supplier selection in the requisition header comments.
- If you have an project estimate, please enter the requisition at that amount.
- If you do not have a project estimate, please enter the amount at $1.00.

New Services with Tower Foundation

Kathleen Prunty, Associate Vice President of Business Services

NEW! Submit Tower Foundation Transactions via FTS

Beginning October 1, 2020, departments are now able to submit invoices and PO requests against Tower Foundation accounts through FTS. This new ability is temporary, through March 31, 2021. All approvals and supporting documentation and approvals must adhere to Tower Foundation guidelines. The transaction process will now follow SJSU's normal procedures. (See FinanceConnect Blog September 30, 2020)

How do I submit transactions? Use FTS!

- Enter the words **TOWER TRANSACTION** in the **Header Comments** of the FTS request.
- Use **Fund 70000** and identify the **Project ID** of the Tower Foundation Account.
- Upload the supporting documentation for the request with the FTS transaction.
- Payment of an invoice, submit a Direct Payment request.
- Request a purchase order, submit a Requisition.
- Reimbursement for an SJSU employee, submit a Reimbursement request.
- Pay an invoice related to an EXISTING Tower PO, submit a direct payment, referencing the Tower PO# after TOWER TRANSACTION in the Header Comments.

How will the University bill back to Tower Foundation (TF)?

Billing occurs monthly via auto-billing and manual billing.

1. Auto-billing:
    a. University Accounting runs a Journal Line query to pull the transactions by Tower's project codes Txxxxxxxxxx (vouchers, Expense transfers, journals).
    b. The auto-billing process creates invoices and emails the invoices to TF.
    c. Departments provide any supporting information to TF for the transactions.

2. Manual billing:
    a. Departments send a billing upload request to University Accounting with supporting documents to generate a manual invoice (e.g., a postage billing).

When do the Transactions appear in the Data Warehouse (DW)?

The auto billing process timing:

- Auto billing is run after the LCD is posted, usually 2-4 days after the month-end.
- Auto billing is dated the last day of the month, (ie. 9.30.20 as accounting date), even though the process ran after month-end (ie 10.07.20).
- The overnight process will post the transactions to the DW, departments will see the billings in DW posted to their fund and department the next day, (ie 10.08.20, with accounting date 9.30.20).

The manual billing process timing:

- Billing requests are processed on the actual date (equivalent to Accounting date) (ie 10.12.20).
- Once completed an email with a copy of the invoice is sent.
- Departments will see the transaction in DW the next day, (ie. 10.13.20), with the actual/Accounting date (ie 10.12.20).

PUBLIC RECORDS AND SUBPOENAS

AIRLEAH SIVILA, PUBLIC RECORDS COORDINATOR & SPECIAL ASSISTANT

- Many of San Jose State University's records, including records from auxiliaries, are available to the public under the California Public Records Act (Gov. Code section 6250 et seq.) or the Richard McKee Transparency Act of 2011 (Cal. Ed. Code section 89913 et seq.)

- *"Access to information concerning the conduct of the people's business is a fundamental and necessary right of every person in this state."* – California Public Records Act, Gov't Code § 6250

- A public record includes *"any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained"* by the University, *"regardless of physical form or characteristics."* (Gov. Code section 6252)

  - employment contracts and salaries
  - public contracting records
  - emails and text messages

- SJSU strongly encourages PRA requests to be submitted via email to: **publicrecordsrequests@sjsu.edu**

- **University or Auxiliary employees should not respond directly to records requests from the public.**

- If you receive a request made for public records, please forward the request immediately to: **publicrecordsrequests@sjsu.edu**. This will help ensure the campus meets the legal requirement of acknowledging the request within 10 days.

- More information available online: https://www.sjsu.edu/adminfinance/about/public_records_act/

What is a Subpoena?

- A subpoena is a legal document that commands a person or entity to attend a hearing, trial or deposition at a particular time and place to testify as a witness and/or produce documents or other tangible objects in a legal proceeding. It is equivalent to a direct order from a court. SJSU must comply with all valid subpoenas**.**

Who responds to subpoenas?

- Finance and Business Services is responsible for the response to Records Only Subpoenas when the CSU is not a party to the litigation.

- The CSU Office of General Counsel (OGC) is authorized to accept service of process on behalf of the Board of Trustees, when the CSU is a party to the proceeding.

SERVICE OF RECORDS VS APPEARANCE SUBPOENAS

Records Only Subpoenas

A records subpoena requires the production of documents in a legal proceeding

- Academic Records
- Employment Records
- Medical Records

A subpoena for SJSU business records must be served on the Finance & Business Services Office.

Subpoenas for auxiliary records should be served on the respective auxiliary.

Appearance Only Subpoenas

In most instances, a subpoena must be personally served on the witness required to appear. Important exceptions to this requirement:

- person is a peace officer, subpoenaed to testify about an event witnessed or investigated as a peace officer

- person is a state employee, subpoenaed to testify about something s/he has gained expertise in during the course of duties

In the above cases, a subpoena may be served by delivering two copies to the employee's immediate superior.

SERVICE OF SUBPOENAS DURING COVID-19

Until further notice, SJSU is temporarily accepting records subpoenas served through mail to:

San Jose State University

Finance and Business Services

One Washington Square

San Jose, CA 95192-0008

Courtesy copies should be emailed to the Public Records Coordinator at **airleah.sivila@sjsu.edu**

More information available online:
https://www.sjsu.edu/adminfinance/about/subpoenas_pras/

For questions and other assistance regarding PRA Requests and Subpoenas please contact

<u>Public Records Coordinator</u>

Airleah Sivila

408.924.1747

airleah.sivila@sjsu.edu

VIRTUAL CONFERENCES

MARLA PEREZ, RISK MANAGER

- Guests speakers receiving payment of over $1,500.00 should still provide evidence if liability. Please continue to consult with Risk Management to determine we have the proper coverage in place for your event.

- Ensure the safety for our network, faculty, staff and attendees by implementing safety measures.

- SJSU Ecampus has some excellent resources on how to's including room controls.
  https://support.zoom.us/hc/en-us/articles/201362603-What-Are-the-Host-Controls-

- If your Virtual conference will have more than 1,000 attendees please reach out to IT to ensure there will be no issues with bandwidth.

- When using video conferencing apps, ensure both staff and consumers are aware of their background surroundings and personal appearance or attire in order to maintain professionalism and personal privacy.

- Limit the use of links to outside materials. For example, when utilizing videos from YouTube, there is the risk that unapproved content may be accessible or featured on the same page. To decrease this exposure, try to limit the use of links to materials outside the organization's digital platform.

For virtual conferences with minors in attendance

- Involve parents.

  - Keeping parents in the loop ensures any new expectations are clearly communicated to parents and attendees. Informed parents can help reinforce safe practices. Ensure parents know how to report concerns or issues to your leadership.

- Provide an agenda prior to the "event" to all attendees.

- Please provide the students with a waiver to be completed by the student and parent.

- Presenters should not communicate via private chat with attendees (minors).

  - Use the "Rule of Three". In all activities and on all electronic communication platforms, encourage presenters and attendees to utilize the "Rule of Three," which prohibits one-on-one interactions between presenters and attendees.

  - Parents are another set of eyes and ears to manage this risk-especially in this unique and difficult time.

We are all Risk Managers, but when in doubt contact the Risk Management Department or visit our webpage!

http://www.sjsu.edu/finance/about_us/risk_mgmt/

Marla Perez

Associate University Risk Manager

408.924.2159

Kathleen Prunty

Associate Vice President-Business Services

408.924.1565

COVID-19 has created several challenges for the campus.

How do you get your department's mail and packages?

How do you get packages to your students?

How do you keep track of your department's property?

Distribution Services
129 South 10th Street

Monday through Friday
8:00 a.m. - 12:00 p.m.
1:00 p.m. - 4:00 p.m.

Workflow Coordinator, Lead

Phil Perez

408.924.1594

phil.perez@sjsu.edu

What you can do…

- Set up a regular delivery
- Set up a regular pickup
- Arrange for an occasional delivery or pickup
- Provide advance notice of an incoming shipment, *especially helpful for temperature-controlled or chemical deliveries*

There are approximately 600 Spring 2020 diplomas in this photo. To date, we've processed over **3,500 diplomas**.

To determine the best mail/ship method for a package or large envelope...

How is it packaged?

How many pieces do you have?

How much does each one weigh?

What are the dimensions of the piece?

When does it have to arrive?

Your UPS CampusShip account can be used to:

- create up to 250 labels at one time
- upload a spreadsheet (.csv type) directly into UPS
- print your labels
- affix them to the packages
- call Distribution for a pickup

CampusShip Options

Create a Shipment	>
Create a Return	>
Create an Import	>
Create a Freight Shipment	>
Ship Using a Batch File	>
View History	>
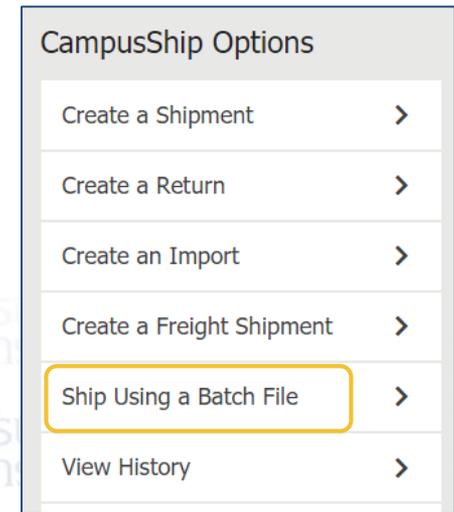
	A	B	C	D	E		G	H	I	J	K	L	M	N	O	P	Q	R	S	Y	
1	#Contact Name	Company or Name	Count	Address 1	Address	City	State/Prov/Oth	Postal Co	Telephon	E	Residential Ir	Consignee Em;	Packaging Typ	Customs Valu	Weig	Leng	Wid	Heig	Servi	D	
2	Abe Smith	Abe Smith	US	1234 Bird Ct		San Jose	CA	95123	4089246806					2		2			3		
5	Angel Moss	Angel Moss	US	1234 Basset Dr		Ocean	NJ	8226	4089246806					2		2			3		
6	Bob Barry	Bob Barry	US	1234 Ida B Wells Ave		Chicago	IL	60653	4089246806					2		2			3		

Batch File Shipping

Begin Your Batch File Shipment   Help ⓘ

Please enter your shipping information below.Required fields are indicated with *

① Upload Batch File

Enter your batch file location and name or select Browse to navigate to your file.
Enter a file name or path:

[Choose File] No file chosen
*

② Where is this shipment coming from?

Ship From Address: Edit

SJSU
Sonja Bowsky, DS Manager
One Washington Square
San Jose CA 95192
Telephone:(408) 924-1592
email:sonja.bowsky@sjsu.edu

If the shipment is undeliverable return to :
Contact:

Sonja Bowsky, DS Manager

Return Address: ⓘ

Same As Ship From ▼

③ Payment Information

Please enter your payment information below. The information you enter will be transmitted using a secure connection. Required fields are indicated with *.

Payment Method for Shipping Charges: ⓘ

953803 - SJSU ▼ *

Enter the normal addressee information into the UPS batch File:
- ○ Contact Name
- ○ Company or Name
- ○ *Country*
- ○ Address 1
- ○ Address 2
- ○ City
- ○ State/Prov/Other
- ○ Postal Code
- ○ Telephone
- ○ *Residential Ind*
- ○ Consignee Email
- ○ *Packaging Type*
- ○ Weight
- ○ *Service*

SJSU SAN JOSÉ STATE UNIVERSITY

Property Coordinator

John Munn

408.924.1562

john.munn@sjsu.edu

- identifies, records and inventories University property and assets, which are valued at ≥$5K

- assists Procurement with the Campus Copier Program

- processes property disposal requests

- coordinates the online auctions of surplus property

- works closely with each department's Property Custodian

SJSU SAN JOSÉ STATE UNIVERSITY

PROPERTY SURVEY REPORT

ACCOUNTING SERVICES

Finance – One Washington Square – San José, CA 95192-0008   408-924-1558 – 408-924-1698 (fax)

This form is used to report dispositions of San José State University property and communicate the desired handling of items no longer utilized by a department to the Property Coordinator in Accounting Services. Please complete all sections and mail to the Property Coordinator, Extended Zip 0042. Refer to the *Property Manual* for guidelines on the handling of university property.

Department Information

Department:		Report Date:	
Contact Name:		Phone:	
Contact Email:		Building/Room:	

Disposition Codes

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

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

Property Items**

Description, Model, or Serial #:	Property Tag Number:	Original Cost:	Location:

The Property Survey Report is used to update the status of University property.

The Property Check Out form is used to keep track of University equipment and property being used at home.

SJSU SAN JOSÉ STATE UNIVERSITY

Property Check Out Policy/ Authorization

Distribution and Asset Services

Finance – One Washington Square – San Jose, CA 95192-0008   Main: 408-924-1558

Employees who perform work at home may be authorized to keep *San José State University property* at their residence. The property must be used solely for university related purposes.

If home use of computer equipment is authorized:
- Operating systems should be kept current with the latest security updates.
- Antivirus software must be installed. Please work with your department technical support.
- Software must be legally licensed to San José State University, and not "bootlegged". The university is not responsible for legal sanctions and claims against an employee who has installed unlicensed software.
- Installation of personally owned/purchased software is prohibited.

Employees must obtain approval from their Approving Official before removing any property from the campus. A signed form shall be kept on file with the Department Property Custodian and the university's Property Coordinator. Employees will be required to bring the property back to campus to be included in scheduled equipment inventories.

I. Employee/Property Information

Employee Name:	Employee ID:	
Department Name:	Dept ID:	

Description of Property	Serial Number	Asset Tag Number

What are assets?

- computer hardware / software
- equipment
- firearms
- furniture
- musical instruments
- vehicles
- works of art

How can you help?

- notify the Coordinator about purchases that may qualify as assets
- provide a Property Survey Report (PSR) for disposals, donations, and transfers
- participate in inventory events
- use the Property Check Out Authorization for any equipment that is taken home
- report any missing/stolen property by providing a PSR and Missing Property Report

Campus Partner Updates

Resources

- [Adapted Travel](#)
- [Annual Budget Reports](#)
- [Cash Handling Procedures for Campus Departments](#)
- [Distribution Services – Pick up/Drop Off](#)
- [e-Invoice Instructions (blog)](#)
- [Host and Co-Host Controls in a Zoom Meeting](#)
- [President Papazian's July 2020 Message](#)
- [Property Check Out Policy/Authorization](#)
- [Property Survey Report](#)
- [Public Records Requests](#)
- [SJSU Newsroom September 2020 Post on COVID-19](#)
- [Subpoena Guidelines](#)
- [Supplier New Request Process](#)
- [The CSU General Office of Counsel](#)
- [Tower Foundation Transactions via FTS](#)
- [Trainings created by Finance Support](#)
- [VP of Administration and Finance Budget Update](#)
- [WFH Questions](#)
- [What's Up – Spring (Q&A's)](#)

QUESTIONS?

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