



# Finance & Business Services: What's Up?

Fall 2023

# WELCOME

**SARA BONAKDAR, SENIOR DIRECTOR, BUSINESS SERVICES**



## Fall 2023 What's Up?

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

- Delegated Emails for Accounting Services
- Accounts Receivable/Billing Requests
- UBIT [Unrelated Business Income Tax]
- Reportable Foreign Payments [NRA Tax]
- Student/Visitor Accident Reporting Process
- Campus Dining & Catering
- Travel Policy Changes
- Invoice Information & Payment Review
- Best Procurement Practices

# ACCOUNTING SERVICES

**STEPHANIE REITZ, SENIOR DIRECTOR, ACCOUNTING SERVICES**

**ANN BUI, ASSOCIATE DIRECTOR, ACCOUNTING OPERATIONS**

**REBECCA URQUHART, ASSISTANT DIRECTOR, GENERAL ACCOUNTING**

## AGENDA

- Accounting Services delegated emails – Stephanie Reitz
- Accounts Receivable/Billing Requests – Ann Bui
- UBIT [Unrelated Business Income Tax] – Ann Bui
- Reportable Foreign Payments [NRA Tax] – Rebecca Urquhart

[arbilling-journalrequests@sjsu.edu](mailto:arbilling-journalrequests@sjsu.edu) – Accounts Receivable billing and Journal Entry requests.

[iftrequests@sjsu.edu](mailto:iftrequests@sjsu.edu) – IFT [Interagency Financial Transaction] related inquiries or requests.

[Information regarding IFTs](#)

[nrat-ubit@sjsu.edu](mailto:nrat-ubit@sjsu.edu) – Non-Resident Alien Tax and Unrelated Business Income Tax related inquiries.

[incomingdeposits@sjsu.edu](mailto:incomingdeposits@sjsu.edu) – Notifications of incoming funds – include chartfields for posting when applicable.

[fa-requests@sjsu.edu](mailto:fa-requests@sjsu.edu) – new Scholarship Fund requests.

Email boxes are monitored by multiple staff members to allow for more efficient communication.

# **ACCOUNTS RECEIVABLE/BILLING**

**ANN BUI, ASSOCIATE DIRECTOR, ACCOUNTING OPERATIONS**

**ACCOUNTING SERVICES**



- Current challenges
- Accounts Receivable/Billing (AR/BI) process - outgoing invoices to customers
- Payment Information
- Collection Efforts
- AR/BI Resources and contact information

# Non-Student AR/Billing Challenges:

Department sends internal invoice or payment request to customers [including Auxiliaries] **directly**

- Create internal control issues for audit purposes – only SJSU Accounting Services department can generate the official invoice for SJSU campus
- Lack of monitoring of outstanding receivable
- Income not recorded timely:
  - Income will not be recorded until the payment is received
  - No income might be recorded as the payment is listed as “unidentified deposits” which required additional research time from the cashier’s team, accounting services team and campus departments

## Expired contract agreements

- Recurring invoice request on expired agreements

## Non-Student AR/Billing Process:

- Prepare [Billing Request Outside Customers](#) form
- Provide supporting documentation and contract agreement that support the invoice request
- Email the complete [Billing Request Outside Customers](#) form and supporting documentation to [arbilling-journalrequests@sjsu.edu](mailto:arbilling-journalrequests@sjsu.edu)
- Accounting services team will send the customer and the requestor the invoice with supporting documentation

## Payment information:

- Submit expected payment information to our email inbox: [incomingdeposits@sjsu.edu](mailto:incomingdeposits@sjsu.edu)

## Collection efforts:

- Past due invoices up to 120 days: Accounting Services will send out past due notices to customers
- Past due invoices > 120 days: Accounting Services will collaborate the collection efforts with the invoice requestor to collect the payment
- Past due invoices > 180 days: Consider to write-off if the invoice is deem uncollectible
- Writing off uncollectible invoices: Reverse the revenue or write-off as bad debt expenses against the department budget. Write-off request will need the approval from Senior Director of Accounting Services, Senior AVP of Finance and Business Services or CFO depending on the write-off amount

## AR/BI Resources

[FaBS-Accounting Services-Accounts Receivable and Billing](#)

## AR/BI Contact

Accounting Services: [arbilling-journalrequests@sjsu.edu](mailto:arbilling-journalrequests@sjsu.edu)

# **UBIT**

## **[UNRELATED BUSINESS INCOME TAX]**

**ANN BUI, ASSOCIATE DIRECTOR, ACCOUNTING OPERATIONS**

**ACCOUNTING SERVICES**

# Agenda

- What is UBIT?
- UBIT reporting timeline
- Examples of current UBIT activities on our campus
- Examples of UBIT exemptions
- UBIT resources and contact information

# What is UBIT [Unrelated Business Income Tax]?

UBIT is tax imposed on income earned by a tax-exempt organization [SJSU] that is from a trade or business, is regularly carried on and is not substantially related to SJSU's tax-exempt mission.

*According to the California Education Code 66010.4(b) and 66010.5, CSU's mission is undergraduate and graduate instruction through the master's degree and to support programs of public services and to involve faculty and students in these programs.*

There are, however, a number of modification, exclusions, and exceptions to the general rules above when determine whether the unrelated business income is subject to the unrelated business income tax.



## UBIT Reporting Timeline

- UBIT activities are reported on the CSU Exempt Organization Business Income Tax Return [IRS Form 990-T] annually after the fiscal year end.
- Original due date of the FY22-23 form 990-T: 11/15/2023
- Extension due date of the FY22-23 form 990-T: 05/15/2024
- Campus UBIT packet due date to the Chancellor Office: 01/26/2024

# Examples of current reported UBIT activities on SJSU campus

- Facility Rental such as rental of theatre facility, Athletic fields, Sport camps, space ground, and dormitory
- Advertising
- Fingerprint services
- UPD dispatch services
- Naming rights [CEFCU and PCU]
- Pouring rights [Pepsi]
- Multi-media rights [Playfly Sports]

## Examples of UBIT exemptions [with exceptions]

- Capital Gain Transactions
- Interest and Dividends
- Rental income from Real Property
- Royalties
- Research Activities
- Volunteer Activities
- Donated Merchandise
- Convenience

## UBIT Resources

[FaBS-Accounting Services-UBIT](#)

[Publication 598, Tax on Unrelated Business Income of Exempt Organization](#)

[SJSU UBIT Questionnaire Short form](#)

## UBIT Contact

Accounting Services: [nrat-ubit@sjsu.edu](mailto:nrat-ubit@sjsu.edu)

# REPORTABLE FOREIGN PAYMENTS

REBECCA URQUHART, ASSISTANT DIRECTOR, GENERAL ACCOUNTING

# What we will go over today:

## **What are reportable foreign payments?**

How should we handle different types of reportable payments?

Why is it important to identify them and report/remit taxes timely?

## **Are there exceptions to the rules?**

Yes, sometimes there are exceptions, but we almost always need more information to make those determinations.

Basic rule of thumb is that all payments to foreign nationals and entities are subject to reporting and withholding.

# Types of Reportable Foreign Payments

## Payments to Individuals

- Scholarships
- Stipends
- Honorarium/Guest Speaker
- Independent Contractor Services
- Payroll
- Prizes/awards

## Payments to Entities

- Use of intellectual property
  - Software licenses
  - Use of literary work, film, artwork, or other use of intellectual property

# Ways these payments are made

- Direct payments to individuals
- Purchase orders
- Payroll
- Student accounts
- Sometimes creative ways, like expense reimbursements, gift cards, or petty cash
- *The substance, not the form, of the payments dictate how we report and withhold on them*



# Recap

- Let the Tax Specialist know as soon as you know that we are making a reportable payment to a foreign person or entity. Contact: [nrat-ubit@sjsu.edu](mailto:nrat-ubit@sjsu.edu)
- The Tax Specialist should know about these payments before they are in the process of being paid.
  - We should not be looking at them for reporting for the first time when they are in the settlement run, on a wire transfer.
  - Working with the Tax Specialist in advance will allow us to ensure that the payments are in compliance with all immigration and tax regulations, and will allow our team to expedite our analysis resulting in quicker payments.
- Resources
- [Nonresident Alien Tax Information](#)

# **STUDENT & VISITOR ACCIDENT REPORTING**

**KAREN VOGLER, UNIVERSITY RISK MANAGER, BUSINESS SERVICES**

- Why accident reporting is important
- Key stakeholders
- What to do before the accident report is generated
- Accident reporting guidelines
- Accident reporting process
- Final thoughts

# WHY ACCIDENT REPORTING IS IMPORTANT

To **reduce liability exposure**

- Claims cost money

For **accident prevention**

- Proper investigation and follow-up measures
- Complete records allow for analysis and recommendations

Helps **reduce** Workers' Compensation claims and Occupational Safety and Health Administration ["OSHA"] reporting

The report will assist with the injured person's own medical insurance

- Department administrators
- Risk Management
- Environmental Health & Safety [“EH&S”]
- University Police Department [“UPD”]

The **highest priority** is caring for the injured individual

Evaluate the situation - by the injured person and others present

If the injury is serious:

- Call **911**
- Use a blue light phone
- Contact the University Police Department [UPD] at **x 4-2222**

For minor injuries:

- Use a first aid kit
- Take an injured student to the Student Health Center

**After** the individual has been cared for and the accident is under control:

Review [Student and Visitor Accident Reporting Guidelines \[pdf\]](#)

Consider:

- Any criminal behavior
- Loss of or damage to personal property

**Within 24 hours** of the accident/incident:

- Complete the [Student and Visitor Accident Reporting form](#)
- Send to Risk Management, extended zip 0004 - or email it to [risk-management-group@sjsu.edu](mailto:risk-management-group@sjsu.edu)

Finance – One Washington Square – San José, CA 95192-0004

Main: 408-924-1558

Use this form to report accidents and incidents pertaining to students and visitors occurring at the SJSU campus. This form is also to be used to report accidents and incidents occurring to SJSU students while engaged in off-campus curricular activities. Refer to the [Student and Visitor Accident Reporting Guidelines](#)<sup>1</sup> for full explanation and instructions to reporting cases. Return completed form to [Risk Management](#)<sup>2</sup>, Extended Zip 0004, or email to [risk-management-group@sjsu.edu](mailto:risk-management-group@sjsu.edu).

**Section I.** Provide as much personal information as possible.

\* All information is treated as confidential

**I. Personal Information of Involved Person**

a. Full Name: \_\_\_\_\_ Affiliation:  Student  Visitor

b. Address (street, city, state, zip): \_\_\_\_\_

c. Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**II. Details of Accident**

a. Date of Accident: \_\_\_\_\_ Time of Accident: \_\_\_\_\_

b. Location where accident occurred. If incident occurred during class, include Class Identification and Name of Instructor:  
\_\_\_\_\_

c. Briefly describe the accident (use reverse if more space is needed):  
\_\_\_\_\_  
\_\_\_\_\_

d. Nature and extent of injuries:  
\_\_\_\_\_  
\_\_\_\_\_

e. Did injuries require medical care?  Yes (provide location and treating physician's name)  No  
Physician's Name, Facility, and Location: \_\_\_\_\_

f. Were there witnesses?  Yes (provide names and contact information)  No

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

g. Was any personal property damaged?  Yes  No

1. Property: \_\_\_\_\_ Value: \_\_\_\_\_

2. Property: \_\_\_\_\_ Value: \_\_\_\_\_

**Section II.** Details are extremely important in analyzing the root cause of the incident.

\* Please attempt to provide answers to every line item.

**III. Signature**

Signature of Involved Person: \_\_\_\_\_ Date: \_\_\_\_\_

Case Number (if UPD investigated): \_\_\_\_\_



Submitted form will be evaluated to determine if an investigation is needed

If it is, Risk Management will:

- Contact the injured party
- Work with the academic department, EH&S, UPD, FD&O, etc.

Risk Management will handle any involvement with insurance

- Claims must be filed within six [6] months of the accident date

Reports of accidents and injuries may be generated by\*:

- Academic Departments
- UPD
- Radiation Safety Officer
- Housing Office
- Athletics
- Student Health Services

*\*Statistics and other information from these records are available to departments for use in accident prevention efforts.*

# **CAMPUS DINING AND CATERING**

**ZELTZIN ISLAS, ASSOCIATE DIRECTOR, COMMERCIAL SERVICES**

## Dining

- Dine on Campus Website
- Staff/Faculty Dining
- Dining Events
- New Food Concepts Coming to SJSU

## Catering

- Catering Website/Catering POC's
- Catering Options and Packages
- How to Place an Order
- Second Caterer Approved List

# CAMPUS DINING

# Dine on Campus Website

[Dine on Campus](#)



Login Sign Up



- Buy a Meal Plan
- Meal Plans & Dining Dollars
- Menus & Locations
- Catering
- For You
- About Us



Hours of Operation

[Read more](#)

**What's Open?** [Show 7 closed locations](#) [All hours](#)

- Jamba Juice**  
Open. Closes at 4:00pm.
- Paseo Market**  
Open. Closes at 4:00pm.
- The Commons**  
Open. Closes at 12:00am.

**Recharge Your Card!**

Where do they live?  
Off Campus

Who is purchasing?  
Parent

What year is the student?  
Sophomore

**What's on Facebook**

Spartan Eats **WELCOME BACK**  
Follow Page 792 followers



# Staff/Faculty Dining

## Full Lifestyle Plan

Want to visit the eateries and markets frequently?

- \$900 Dining Dollars, valid at all dining locations on campus
- 60 entries/semester into The Commons
- **\$1,653.75 per semester**

## Scholar Lifestyle Plan

Plan on eating two meals a day on campus?

- \$285 Dining Dollars, valid at all dining locations on campus
- 35 entries/semester into The Commons
- **\$719.25 per semester**

## On the Go!

Do you often crave Student Union favorites?

- \$190 Dining Dollars, valid at all dining locations on campus
- 30 entries/semester into The Commons
- **\$551.25 per semester**

## Base Plan

Don't want to cook or pack a lunch?

- 25 entries/semester into The Commons
- **\$315 per semester**

Foodie Fridays - Bring your SJSU Tower Card for **all-you-care-to-eat** meal for **\$9.35!**

# Dining Events

Chartwells hosted a total of **16** events for this Fall Semester!

These events included; **Lunar New Year, Teaching Kitchens, Art & Dine, Sustainability Fair, and Sushi and Boba Pop ups** just to name a few.





# New Food Concept Coming to SJSU

**Nirvana Soul's 3<sup>rd</sup> location will come on  
live at the MLK library!**

**Opening date: Spring 2024**



# CATERING

# Catering Website

# POC's



Menus ▾ CONTACT US 🔍 Account SIGN IN / REGISTER 🛒 Cart \$0.00

# Welcome!

Whether planning a simple breakfast or an upscale executive luncheon, you will find all of our most popular menu selections individually packaged and ready to cater to you.

We want to ensure that we are providing you with the very best options for you to select from, so please let us know if there is something you do not see in our order guide. We will be happy to assist you at any time with placing your food and beverage orders and can walk you through the on-line process. Choose from the featured menus or contact us to customize your event.

### New to online ordering?

We've got you covered. Watch this tutorial to learn how to create an account, find your items and checkout.



## MENUS - START YOUR ORDER



### November Promo Code

Use **SOUP2023** to receive \$10 off your order when you order "Hearty Soup Bar". Discount will be verified after order processing.

### December Promo Code

Use **HOLIDAY2023** to receive \$10 off your order when you order "Retro Holidays". Discount will be verified after order processing.

Carved and Crafted Catering

Student Menu

Event Request Form



**Parker Kadotani**  
 Director of Catering  
 parker.kadotani@compass-usa.com  
 (408) 690-6755



**Xochilth Larios**  
 Director of Catering Sale  
 xochilth.larios@compass-usa.com  
 408-924-1756

**Catering Website**

# Catering Options and Packages

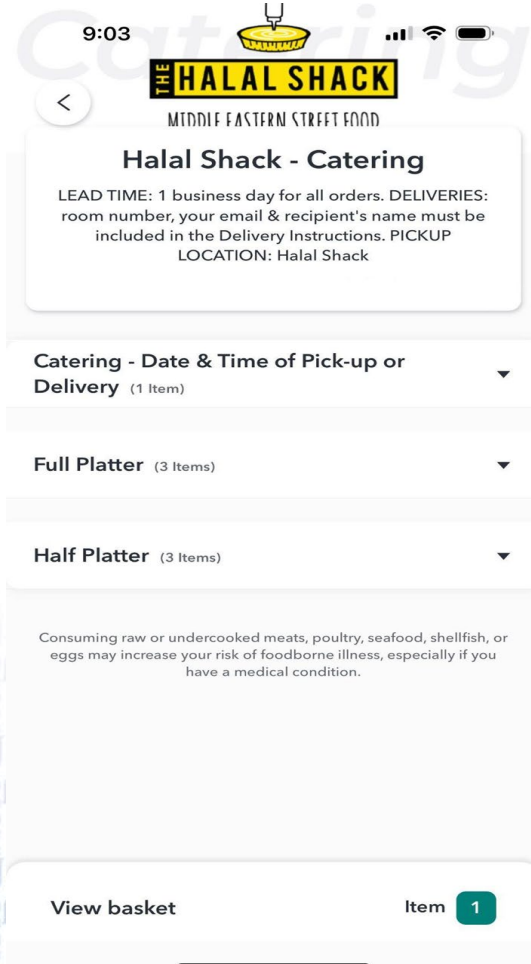
Boost Catering went live in Spring 2023

**Download  
The Boost  
Mobile App**

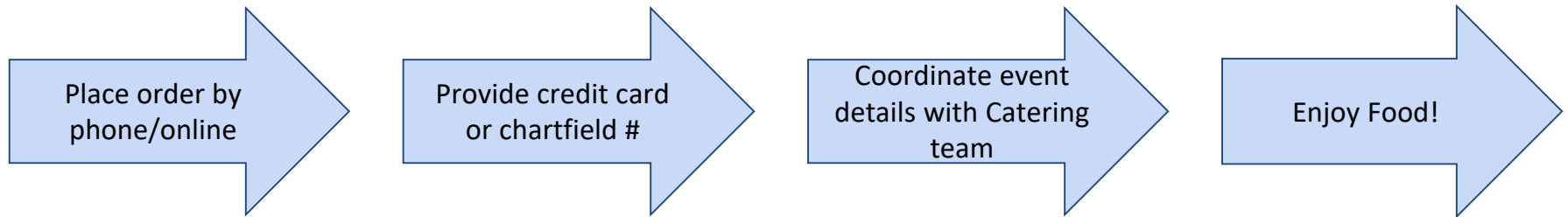


Use Code “**cater15**” for 15% off  
your first Boost catering order!

# Catering Options and Packages



## How to place an order



**\*Exclusive Contract w/Spartan Eats [d.b.a Chartwells] for food services.**

**Applicable Locations: Main Campus, South Campus, Hammer Theater, MLK library**

## What happens if Spartan Eats Catering does not work out for my event?

- Must receive written first right of refusal before moving forward.
- Refer to the [Secondary Caterer List \[Master List\]](#) for guidelines.
- Pick the 2<sup>nd</sup> tab “Approved Caterers” and contact the approved vendor to coordinate your event.
- All guidelines and payment policies should still be followed and can be referred to in this document.

Secondary Caterer List: Rules & Restrictions	
Rules	<p>SPARTAN EATS HAS THE PRIVILEGE OF PROVIDING THE 1ST QUOTE FOR CATERING SERVICES ON THE SJSU CAMPUS (MAIN AND SOUTH). THIS MEANS THEY HAVE THE 1ST RIGHT OF REFUSAL.</p> <p>DEPARTMENTS <b>MUST</b> MAKE A CONCERTED EFFORT TO DEMONSTRATE THEY MADE ATTEMPTS TO WORK WITH SPARTAN EATS AND IT DID NOT WORK BY ATTACHING A QUOTE AND/OR EMAIL FROM SPARTAN EATS.</p>
Process	<p>The listed providers under the "Approved Caterers" tab may be used when Spartan Eats cannot accommodate a request, or if an acceptable menu cannot be achieved after a good faith effort.</p> <p>Begin the catering process by contacting the <a href="#">Spartan Eats Catering Team</a>. When utilizing Spartan Eats' services, do not submit a requisition. Spartan Eats orders may be paid with ProCard or Direct Pay (depending on the final total).</p> <p>If a listed provider is to be utilized, please provide a copy of each of the following items with your submission (e.g. requisition, reimbursement or ProCard statement):</p> <ol style="list-style-type: none"> <li>(1) Spartan Eats Quote and/or email from Spartan Eats representative</li> <li>(2) Justification Memo signed by your <a href="#">approving official</a> providing reason as to <u>why</u> you are unable to proceed with utilizing Spartan Eats for your event</li> <li>(3) <a href="#">Hospitality Justification Form</a></li> </ol>
Important Notes	<p>All <a href="#">Catering rules</a> are applicable to all catered events held on <a href="#">Main and South campuses</a>, regardless of funding source (i.e. Tower Foundation).</p> <p>The requirement to work with Spartan Eats is <u>not applicable</u> for events held at the <a href="#">Moss Landing Marine Labs (MLML)</a> only. However, all potential caterers that will service MLML must go through the application and approval process in the same manner as any other approved caterer for the Main and South campuses. It shall be noted within the Approved Caterers tab if a caterer is only approved for MLML.</p> <p>Spartan Eats is the only caterer licensed to serve <b>alcohol</b> on the SJSU campus. Alcohol can not be paid for with State funds.</p> <p>Strategic Sourcing is <b>not responsible</b> for soliciting external caterers, but can assist your department with communications with caterers.</p> <p>Food Trucks require <a href="#">additional safety measures</a> especially to protect SJSU from legal issues when coming onto campus property. Please be sure to contact <a href="#">FD&amp;O for Special Event Approvals</a>.</p> <p>No raw food purchases allowed -- Food Handling course and approval are required; please contact <a href="mailto:risk-management-group@sjsu.edu">risk-management-group@sjsu.edu</a> for more information.</p> <p>The chosen external caterer must be approved at the <u>time of your event</u>. If the caterer appears to have full approval today but has documents expiring prior to your future event, then <b>renewed documents must be received prior to your event</b>.</p> <p>It is important to understand that Spartan Eats = Chartwells = Compass Group.</p> <p>Please review the full <a href="#">Catering and Dining Payment Guide</a> for full details.</p>
Contact	<p>Questions about the Secondary Caterer List list? Please email <a href="mailto:catering@sjsu.edu">catering@sjsu.edu</a>.</p> <p>*Approved Caterers list and email address is managed by Strategic Sourcing and does not actually relate to catering/food orders.</p> <p>Please contact the Spartan Eats Director of Catering Sales, <a href="mailto:Xochilith.Larios@compass-usa.com">Xochilith Larios (xochilith.larios@compass-usa.com)</a>, for food orders.</p>

# **STRATEGIC SOURCING - PROCUREMENT & PAYMENT SERVICES**

**SARA BONAKDAR, SENIOR DIRECTOR, BUSINESS SERVICES**

**KIM GAMBLIN, ASSOCIATE DIRECTOR, PROCUREMENT TO PAYMENT SERVICES**

**SARA TIPTON-PEREZ, LEAD PAYMENT ANALYST, PAYMENT SERVICES**



## **Payment Services**

- Travel
- e-Invoice

## **Procurement Services**

- Requisition Process
- TRIA
- Delegation of Authority
- Independent Contractor vs Employee

# PAYMENT SERVICES



# TRAVEL

**SARA BONAKDAR, SENIOR DIRECTOR, BUSINESS SERVICES**



# Travel

Effective January 1<sup>st</sup> 2024, big changes involving travel reimbursement policy for the California State University System.

- New Meal and Incidental rate structure
- Per Diem rates are determined by the location [in accordance with GSA published rates]

## [GSA Per Diem Rates](#)



## Per Diem Meals

### Positive Impacts:

- No longer have a \$55 meal limit per day
- All reimbursable Meals & Incidentals will follow GSA published rates by city/state/country
- Receipts under \$75 not required unless per your department authorization

### Additional Impacts:

- New Meal & Incidental Spreadsheet to be completed [automatically calculates meal per diem based on location]
- Minor Adjustments to FTS Process which will be communicated to the campus

## Does not impact Lodging Rates!!

Lodging is still a maximum of \$275 per night  
[excluding taxes and other related charges]\*

Coming Soon:

- Updates to come for exceptions to policy
- Training on how to navigate these changes will be rolled out in the new year

## Highly Recommended:

Please process all current and outstanding travel in FTS before the end of year to ensure compliance before the new changes take effect.



# **E-INVOICE**

**SARA TIPTON-PEREZ, LEAD PAYMENT ANALYST,  
PAYMENT SERVICES**

## 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.)

# e-Invoice

## e-Invoice

- New 5 invoice limit for uploads
- File upload [open files can cause issues]
- If approval is not listed on invoice, a notification will be sent via email requesting approval within 5 business days

If you do not receive a notification email requesting approval, please contact Payment Services at [payment-services-group@sjsu.edu](mailto:payment-services-group@sjsu.edu)

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:

Error: The process cannot access the file 'E:\Invoices\gl\invoice\elnvoiceindex\elnvoiceindex11282023094642.txt' because it is being used by another process.


 teststg11.pdf




 teststg12.pdf




 teststg13.pdf




 teststg14.pdf




 teststg15.pdf



Click the **Submit** button once.

## e-Invoice Tips:

- When uploading only click submit once
- Track invoices uploaded - especially large quantities
- Verify your invoices uploaded in FTS

### Support Documents

Document Retrieval

# BEST PROCUREMENT PRACTICES

**KIM GAMBLIN, ASSOCIATE DIRECTOR, PROCUREMENT TO PAYMENT SERVICES**

# PROCUREMENT SERVICES



## Purchasing/Payments

For guidance on ATI purchases, see About the ICT Procurement Checklist

**Note: at month-end, all open and pending transactions over two months old will be deleted.**

  Requisition

# Requisitions



**Requisition**  
Important items to include with a requisition in FTS.

**Financial Transactions Services** Welcome Kim Gamblin

Main Menu Profile Preferences Exit

### Requisition

**Header Information**

\* Denotes a required field

Status	Open
Req No.	New
Date	11/27/2023
ATI Type	ICT Single User
Header Comments	<input type="text"/>

**Contact Information**

\* Requester

\* Phone

A valid phone number:  
5 digit format : xxxxx or x-xxxx  
10 digit format : xxxxxxxxxx or xxx-xxx-xxxx

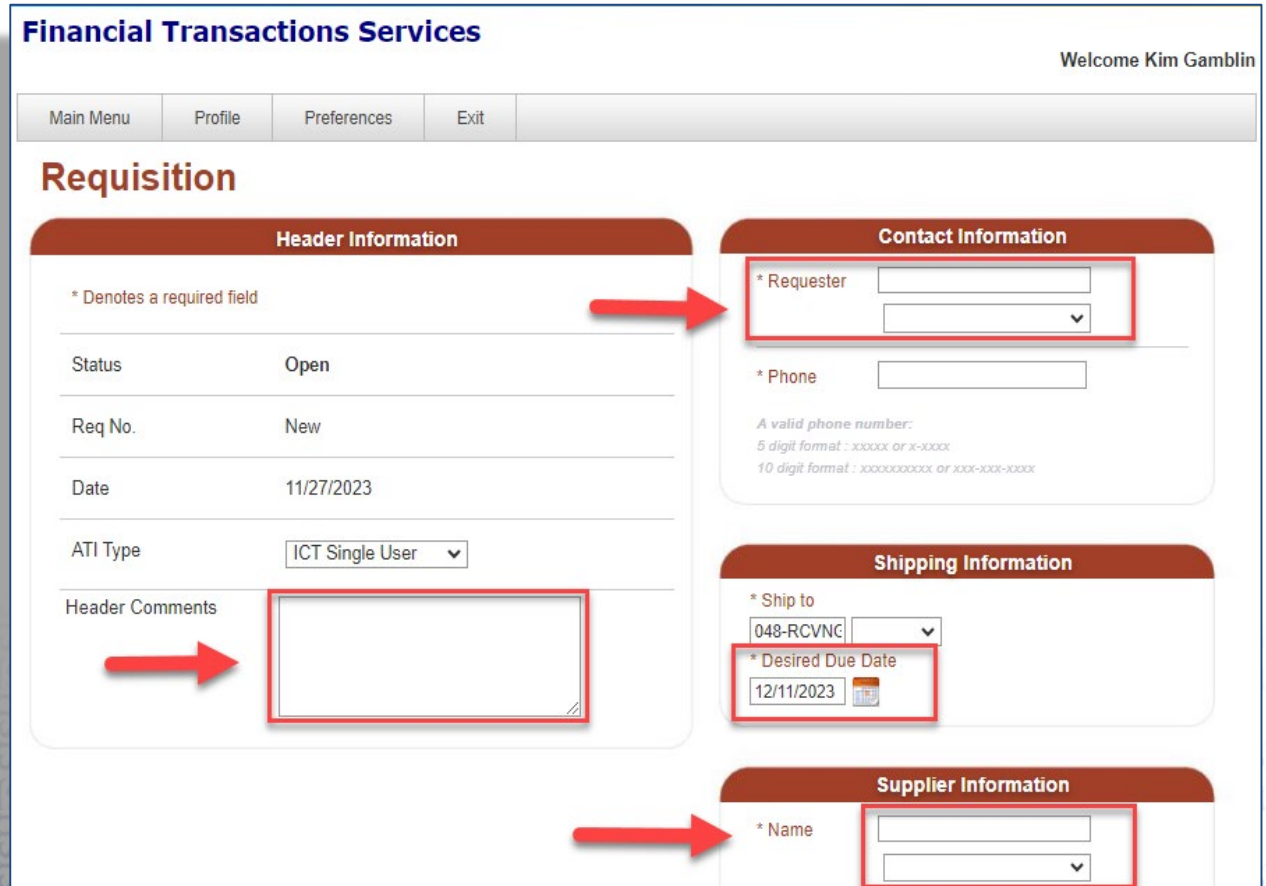
**Shipping Information**

\* Ship to

\* Desired Due Date

**Supplier Information**

\* Name



Order Detail


Line #	Qty	UoM	* Unit Price	Ext Amt	
1	<input type="text" value="0.00"/>	<input type="text" value="EA"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	+ -

\* Item Desc:

Line Comments:

**Chartfields**

Dist	* Account	* Fund	* DeptID	Program	Class	Project	*Deliver To	Quantity	
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0.00"/>	▲
	▼	▼	▼	▼	▼	▼	▼		



## Order Detail

- Products & Services Information
- NOTE: Special characters are not required [“ , ‘]

*[Requisition submission in FTS - reference to previous slides]*

- 1) Contact Information [Person who will receive the notifications]
- 2) Header Comments
  - Contact Information [Dept and Supplier]
  - Pay by Buyer Credit Card/Instant Card
  - Additional Information to help our team
  - Urgent items [emergency related items]
- 3) Shipping Information - Date of execution or delivery
- 4) Supplier Information - If PaymentWorks invited, be sure to update your Requisition. *[see next slide]*
- 5) Order Detail

## Supplier Information:

### There are several options:

- Supplier Credit Card Only - Credit card only or buyer credit card needs to be used, or instant card requests
- Supplier NEW - Not onboarded yet
- Supplier No \$ VALUE - Contract/agreement with zero \$ value
- Supplier TO BID - When you need options or for competitive bidding/RFP purposes

## Other Items to Consider\*\*:

- Taxes [not required]
- Shipping under \$200 [not required]
- Shipping over \$200 [required]
- Reference approved TRIA [if applicable]
- Contact information for supplier
- Department contact information [if not requestor]
- Any additional information that might be helpful

**\*\*Confirming Orders** are a policy violation; purchased products or services without a valid purchase order.

Check out our “new and improved” Matrix:

## [Requisition to Purchase Order Timelines](#)

Tabs indicated below:

- Legend/How to read the table
- Purpose & FAQs
- Under \$50k & SB/DVBE
- Over \$50k [Competitive Bidding Required]
- Exceptions to Competition Requirements



# Ways to Pay

## Check out our Ways to Pay:

- [Ways to Pay](#)
- [Procure to Pay Guidelines](#)

## Check out FinanceConnect:

- [Training and Tutorials](#)
- Open Labs





# TRIA

## TRIA - Technology Requisition Impact Assessment

- For all forms of software [e.g.SaaS], freeware, web-based platforms, and electronic content, etc.
- Ensuring compliance with [Section 508 Accessibility](#)
- Data Security Review [e.g. Level 1 data], Feasibility and Integration
- Financial Reporting Compliance [e.g. [GASB-96](#)]

Submit the TRIA before or after a Requisition. If before, be sure to inform the VPAT group email of the new Requisition# for tracking purposes.

- [TRIA Form](#)



# Delegation of Authority

## Who can sign on behalf of SJSU?

Authority to *sign* purchase orders, contracts, interagency agreements, and to ***certify*** contractual documents is limited to **Procurement Officers** who have been duly delegated **in writing** by the Campus President or designee.



# Independent Contractor vs Employee

Campuses must comply with State/Federal laws and CSU policies regarding the proper classification of employees and independent contractors. Misclassification of a worker as an independent contractor can result in considerable wage and benefit obligations, financial penalties, tax consequences, and other liabilities.\*

- 1) Complete the [ABC Test](#) provided by the State of California
- 2) Complete the [Independent Contractor vs Employee Doc](#)
- 3) Provide a written Business Justification or Scope of Work
- 4) Contact UP directly for review and authorization

\*Find this information posted on our website for [Special Approvals](#).



# Thank You!

Thank you to Unsplash for the pic <https://unsplash.com/photos/a-table-topped-with-plates-of-food-next-to-a-bowl-of-salad-DkcuZwa1O50>