Business Partners Round Table
October 22, 2013

Comment Cards from
August 20, 2013 Session
Responses to Comments/Questions

- Please webcast BPRT meetings. That way I can watch from my office or when I have time. I could also go back and review later if necessary; and, chat questions/comments. Handouts on-line would be helpful.

- Unable to webcast at this time due to limited resources; but, the BPRT Website has the presentations/handouts with contact information. [http://www.csus.edu/aba/Financial-Services/BPRT-agendas-presentations.html](http://www.csus.edu/aba/Financial-Services/BPRT-agendas-presentations.html)
Responses to Comments/Questions

• Do alumni count as student/non-student attendees when listed on attendees list for Hospitality Guidelines, i.e. ProCard reconciling?
  - Alumni are not considered students, they are guest attendees (*potential donors*).
  - More on Hospitality Guidelines to follow during this meeting.
Responses to Comments/Questions

• Who is responsible for making sure every staff, faculty and MPP is in the campus directory? HR should be responsible for accuracy.

  Information Resources and Technology (IRT) works to ensure accuracy of the Campus Directory. When an email account is created for a new employee, they are added to the Directory. You need to keep current. When logged into My Sac State, click on https://csus.service-now.com/navpage.do and complete the form to update the directory.
Responses to Comments/Questions

• Need IRT demo on how to order Apple and Adobe software since we can’t use the Bookstore anymore, and staff don’t want to use their personal iTunes account to download software for Apple devices/computers.

  ❖ The IRT Software Coordinator position is vacant. Please contact Doug Jackson Jacksond@csus.edu for assistance with your approved order.
Responses to Comments/Questions

- Can Repro make on-line lists printer friendly?
  - Reprographics Services is creating and will be posting the *Campus Zip Code* list in a printer-friendly version soon.
  - Please let us know of any others lists needing an update.
Contact Information

• Justine Heartt
  – hearttj@csus.edu  x87461
  – Associate VP for Financial Services

• Priscilla Llamas-McKaughan
  – llamaspl@csus.edu  x85992

Thank you! Please contact us if you have questions regarding your Business Partners Round Table.