Student Financial Services Center Updates

Gina Curry

Business Partners Roundtable

August 19, 2014
Cash Management Policy (ADM-0113) Updated

- Includes new and updated Integrated California State University Administrative Manual (ICSUAM) policies and requirements.
- Defines responsibilities more clearly
- Now includes a Definition of Terms section
- Questions – please contact Caryl Vickers-Harper x86559
- Link to ADM-0113 Policy
Bank Accounts and Bank Reconciliation Policy (ADM-0108) Updated

- Separates Cash Management from this policy
- Updates previous bank account procedures
- Defines use of University name on bank accounts for all University entities
- Questions – please contact Kendal Chaney-Buttleman x84679
- Link to ADM-0108 Policy
A BMSS document was distributed to the email list on March 4, 2014.

Student Financial Services Center is sole source of billing for any and all debts owed to the campus.

Template of Invoice Request provided under SFSC forms.

We are here to help you collect the debt, too!

Questions – please contact Elena Larson at x86845.

Link to ADM-0120 Policy.
FAQ Webpage for Financial Services

- Thank you for your participation in developing our FAQs
- [http://www.csus.edu/aba/Financial-Services/FAQs.html](http://www.csus.edu/aba/Financial-Services/FAQs.html)
- Organized by general areas and departments
- Use of links to send you to the proper polices, forms, etc. to answer questions
- Please provide feedback to Priscilla Llamas-McKaughan at llamaspl@csus.edu
Semester Updates

- Please conduct staff/faculty and department business at SFSC before August 27th or after September 4th – that includes travel advances/reimbursements, payroll, parking permit purchases and petty cash

- Our “flyer team” (co-sponsored by Financial Aid, the Student Service Counter and Student Financial Services) will be visiting your departments soon with Fall 2014 important dates and deadlines
Questions & Contact Information

- Questions?
- Contact:
  Gina Curry
  Director, Student Financial Services Center
  curryg@csus.edu
  x87433