



Office of the Vice President for Administration & Business Affairs

MEMORANDUM

October 14, 2005

TO: Deans, Associate Deans, Directors, Managers, Department Chairs
and Department Business Partners

FROM: Stephen G. Garcia
Vice President for Administration & Business Affairs

SUBJECT: *Business Matters At Sac State* – Information Series
Business Partners Round Table – Meeting October 28, 2005

To support the business operations in departments, colleges and divisions, we have launched a new series called “Business Matters At Sac State”, or “BMSS”. These are documents that will address separate topics such as “What Every Manager Should Know about Travel”, “The ProCard Made Easy”, “A Manager’s Guide to the Use of University Funds” and others. In this series, we are selecting University business policies and creating synopses for your easy reference. Each of these documents will be no more than a page (front and back), and will provide you with background, critical resource management information, links to policies and forms, and, of course, the name of who to call with questions. We will send these to you *electronically* as we create and update them. All *BMSS* documents will be available to you on-line at the Financial Services website. We’ve enclosed the first *BMSS* document entitled “A Manager’s guide to the Use of University Funds”.

We are also launching a dialogue series called *Business Partners Round Table* for department/division administrative support staff and budget analysts, and any others who handle the department’s day-to-day business transactions. The first meeting will be held Friday, October 28, 2005, 9 a.m. – 11 a.m., in Library 11. Attached is the agenda. We plan to meet at least three times each academic year. We will send an electronic invitation to all the individuals in these roles we can identify, but the Round Table is open to anyone who would like to join us. Please feel welcome to come and see what it’s all about. *If you plan to attend the Business Partners Round Table on October 28, please RSVP to Priscilla Llamas-McKaughan via email, llamaspl@csus.edu.*

As a campus business manager, your active involvement with the management of your funds is vital. We hope the resources we provide will make that easier for you. We welcome any feedback or suggestions, which can be directed to Suzanne Green, AVP Financial Services, SAC 272, sgreen@csus.edu, or x85992.

cc: President’s Cabinet

The California State University