

Bursar's 101 Training

(Updated January 2018)

The Bursar's Office is pleased to announce a training session to help our business partners with the services that we offer.

Who should attend:

- Anyone needing – or signing for – Petty Cash reimbursements
- Any department staff that needs to invoice a 3rd party (not another campus department)
- Any department staff that would need to request a refund of payments received
- Anyone interested in OneCard benefits and services

Topics will include:

- Petty Cash
- Invoicing
- Refunds
- OneCard

When/Where:

March 12, 2018, 10:00-11:00, Forest Suite (2nd Floor Union, capacity 40)

To Register:

My Sac State/Employee Center/Skillport/Instructor Led Training Sessions – and select Bursar's 101

Questions:

Please contact us at bursar@csus.edu