# Miscellaneous One Time Allocations
# Process and Directions

**Previous Practice Effective FY 18/19:** funds will not be allocated to the college/department directly, instead, the college/department will incur the expense and then complete an expenditure transfer to move the expense to the funding department.

**Change to Practice Effective FY 19/20:** when possible, expense will be charged directly to funding department thus, eliminating the need for expenditure transfers to the funding department. Relevant information about the funding department, including chartstrings, contact persons, and approving officials, will be provided in award communications sent to the faculty member and home department.

When charging the funding department directly is not an option, the college/department will follow the previous practice.

Funding Departments that fall under this policy:

| Funding Department | Contact | Dept ID | Extension | Travel Requirements |
|---|---|---|---|---|
| Academic Affairs | Leigh Barber | 12300 | 87672 | Requires all receipts |
| Assessment | Leigh Barber | 10100 | 87672 | Requires all receipts |
| Center for Teaching and Learning | Laura Romo | 11600 | 85945 | Requires all receipts |
| Community Engagement Center | Isabel Ibarra | 13900 | 84328 | Requires all receipts |
| Faculty Advancement | Leigh Barber | 10200 | 87672 | Requires all receipts |
| Faculty Senate | Kathy Garcia | 59200 | 86847 | Requires all receipts |
| Program Review | Leigh Barber | 11500 | 87672 | Requires all receipts |
| Student Research Center | Julie McGinty | 13600 | 84918 | Requires all receipts |
| Research Innovation Economic Development | Julie McGinty | 13401 | 84918 | Requires all receipts |

Examples of allocations:

- Professional Learning Communities
- Faculty Learning Communities
- Grants/Awards (i.e., Pedagogy Enhancement Award, Faculty Research Incentive Grant)
- Research Support
- Professional Development
  - Travel
  - Equipment
  - Program Review
  - Chairs' Training
- Miscellaneous

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Funding Departments that **do NOT** fall under this policy:

- Academic Colleges/Dean's Offices
- Areas outside of the Division of Academic Affairs such as but not limited to those listed below:
    - Student Affairs
    - IRT
    - President's Office

**Reasons for Change:**

Reduce number of expenditure transfers and requests for one-time exceptions (due to not meeting university expenditure transfer deadlines).

See page 3-5 for detailed directions.

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- **Travel Expenses (via Concur)**
  - ☐ Enter travel request in Concur (upload award communication)
  - ☐ Enter funding department chartstring (see award communication) and when applicable enter appropriate alternative chartstring for remaining expenses
  - ☐ Concur will send an automatic email to the Budget Approver for approval over their chartstring(s)
  - ☐ Once travel is complete, prepare travel expense report uploading **ALL RECEIPTS**

- **Purchase/Travel Order Expenses (Travel NOT in Concur)**
  - ☐ Enter requisition into CFS (upload award communication)
  - ☐ Enter funding department chartstring (see award communication)
  - ☐ When multiple funding chartstrings are involved, use previous practice of submitting expenditure transfer
  - ☐ Save requisition but DO NOT approve it
  - ☐ Email funding department contact with the requisition number to ask them to approve the requisition
  - ☐ Once travel is complete, prepare travel claim attaching **ALL RECEIPTS,** obtain approving officials signature and route to funding department for signature

- **Procurement Card Expenses**
  - ☐ Prior to purchase, email funding department to:
    - o Inform department that you are making purchase related to award
    - o Confirm remaining award balance
    - o Confirm you will reconcile procurement card charge to funding department based on award communication
  - ☐ Reconcile charge by entering funding department chartstring (see award communication) and attach email referenced above to statement
  - ☐ Obtain normal approving official's signature on procurement card statement
  - ☐ Forward electronically to funding department for their approval signature of items charged to their chartstring (one signature at bottom of page, "Approval for charges to chartstring ___")
  - ☐ Funding department will return packet to purchasing department for submission

- **Direct Pay and Reimbursement Requests**
  - ☐ Complete Account, Fund, Dept Id, Class using funding department information (see award communication)
  - ☐ Attach award communication
  - ☐ List funding department information under Department Approval
  - ☐ Forward electronically to funding department for their approval signature of items charged to their department
  - ☐ Funding department will return packet to purchasing department for submission

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- **Petty Cash**
  - ☐ Complete Account, Fund, Dept Id, Class using funding department information (see award communication)
  - ☐ Attach award communication
  - ☐ Forward electronically to funding department for their approval signature of items charged to their department
  - ☐ Funding department will return packet to purchasing department for submission
  - ☐ Employee will take form to Bursar's Office for reimbursement
- **Chargeback Expenses**
  - ☐ Complete using funding department speedtype (see award communication)
  - ☐ Forward electronically to funding department for their approval signature of items charged to their department
  - ☐ Funding department will return packet to purchasing department for submission
- **Additional Employment**
  - ☐ Consult with your College Budget Analyst for assistance with Additional Employment
  - ☐ Complete paperwork using funding department information (see award communication or reach out to funding department contact for additional information)
  - ☐ Attach award communication
  - ☐ Forward electronically to funding department for their approval signature of items charged to their department
  - ☐ Funding department will return packet to purchasing department for submission
- **Student Assistants**
  - ☐ Please continue practice of charging to your department and submit an HR LCD Adjustment request after the expenses have posted to your department.
    - o (This is to ensure physical paycheck is delivered to hiring department.)

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When charging the funding department directly is not an option, the college/department will follow the previous practice outlined below.

- **Expenditure Transfers**
  - ☐ Enter expenditure transfer in OnBase
  - ☐ Enter funding department chartstring (see award communication)
  - ☐ Enter Line Description using format below
    - o Department, Semester and/or Year, Type of Award when applicable, and Faculty Last Name
      - ▪ CTL F18 PLC Barber
      - ▪ CEC 1819 FLC Smith
      - ▪ ORIED S19 RCA Wilson
  - ☐ Select DOA approver for the funding department (based on award communication)
  - ☐ OnBase will automatically send an email to the DOA Approver for review for items charged to their chartstring(s)
  - ☐ DOA Approver <u>must</u> notify Accounting Services at <u>accountingservices@csus.edu</u> if there is an error on the submission that needs to be corrected
  - ☐ If transfer is completed prior to correction being made, the submitting department must submit a new transfer to correct the error