



SACRAMENTO
STATE

Business Matters @ Sac State

*TOPIC: Vendor Data Record (204 form) Fraud Prevention –
Effective: Immediately*

DATE: May 18, 2022

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

FROM: Nicole Lack, Senior Director & Chief Procurement Officer

As part of the CSU's Systemwide fraud risk prevention effort, Sacramento State's Accounts Payable & Travel Department has made the following changes effective immediately:

Supplier File Change Requests:

- Before any changes may be made, suppliers must have a Vendor Data Record (204 form) on file that is current (defined as being entered within the last two-years). If the 204 form on file is current, Accounts Payable & Travel will attempt to contact the supplier to verify any requested changes (i.e. new remittance address) per the acceptable methods prescribed. ***NOTE: outstanding invoices cannot be processed until the supplier information can be verified by a known contact.***
- If the 204 form is not current, then a new 204 form must be completed by the supplier. Accounts Payable & Travel will contact the campus department to make the request to the supplier.
 - If you are instructed to contact your supplier to request a new 204 form, advise them that a request was made to update their supplier file and that for us to make the changes they will need to submit a new 204 form **with the current remittance address they want us to use** in the "Mailing Address" fields. Please be sure to stress the need for this information for proper payment processing.
 - If the supplier informs you that they have not requested any changes to their supplier file, please assure them that we will not make any changes and will consider the request as a fraud attempt. No further action is required on their part.

If you have any questions about this process please contact Accounts Payable & Travel Department at x8-6476 or vendordatarecordform@csus.edu.