



SACRAMENTO
STATE

Business Matters @ Sac State

TOPIC: Campus Credit Card Disbursement – Effective: August 1, 2023

DATE: July 27, 2023

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

FROM: Sarah Hansen, Accounts Payable & Travel Manager
Sebastian Head, Procurement & Contract Services Manager
Caryl Vickers-Harper, Associate Bursar & University Cashier

Accounts Payable & Travel, Procurement & Contract Services, and Bursars Office are making the following change for Campus Credit Card Disbursement.

- Travel cards, ProCards, & Voyager fleet cards will be available for pickup at the Bursar's Office in Lassen Hall, room 1001, during normal business hours.
- Accounts Payable & Travel or Procurement & Contract Services will notify cardholders by email when credit cards are available for pickup.
- Cardholders need to provide their One card or photo ID along with the email received.
- The Bursar's Office will check cardholders ID and provide a Memorandum of Receipt for cardholders to read, print name, sign, and date the form.
 - o UFSS travel cards can only be disbursed to an Athletics Business Analyst who will need to provide a signed Memorandum of Receipt by the cardholder.
- Credit Cards that are not picked up in a timely manner will be returned to Accounts Payable & Travel or Procurement & Contract Services and may be cancelled.

Contact Information:

If you have any questions or concerns about this notice, please contact:
Accounts Payable & Travel, travel@csus.edu ext. 8-6476
Procurement & Contract Services, procard@csus.edu, ext. 8-7322
Bursars Office, bursar@csus.edu, ext. 8-1000 #3