



SACRAMENTO  
STATE

## *BUSINESS MATTERS @ SAC STATE*

**TOPIC: AP & Procurement Out Of Office, 9/8-9/11**

DATE: August 29, 2025

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

FROM: Sarah Hansen, Manager, Accounts Payable & Travel

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Most of the personnel in Accounts Payable & Travel and Procurement & Contract Services will be out of the office September 8<sup>th</sup> through September 11<sup>th</sup> to attend a workshop for CSUBUY Procure-to-Pay (P2P). Learn more about the new system P2P on our [website](#)!

We will have limited access to emails. Normal daily processing will continue, but other processing will be slower this week.

For urgent requests please email Accounts Payable [ABA-FIN-ap-travel@csus.edu](mailto:ABA-FIN-ap-travel@csus.edu) or  
Procurement & Contract Services [aba-fins-procure@csus.edu](mailto:aba-fins-procure@csus.edu)