



SACRAMENTO
STATE

University Foundation at Sacramento State

Presented by: Sarah Hansen

Business Partners Round Table

October 20, 2021

Redefine the Possible™

Reminders

- Please remember to use your ProCard for UFSS purchases, whenever possible
- Back-up is no longer needed for Reimbursed Activities (RA) Invoices
- When submitting RA invoices, please use complete chartstring (fund, account & dept. ID) do not use MDR01 or billing class codes
- Please use CSUS supplier ID 42775 on RA check requests and only submit one invoice per req.

Reminders

- When possible processing directly from the auxiliaries streamlines workflow, will reduce duplicate work for yourself and AP (eliminate extra work in Bursar's and Accounting Services)
- When not to use MDR01 on SACST, Purchase Orders, Concur, Direct Pay & Reimbursement Requests and Petty Cash

Questions or Concerns!

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