



SACRAMENTO
STATE

Business Partners Round Table

Tuesday, February 20, 2024

Redefine the Possible™

WE ALL HAVE THAT ONE FRIEND



THAT IS ALWAYS COLD



**SACRAMENTO
STATE**

Comment 'Cards'

Send Your Comments and Suggestions!

Financial Services: finsvcs-avp@csus.edu

Or anonymously at:

https://csus.co1.qualtrics.com/jfe/form/SV_5nKTgI2eT6kTWvQ

Send Your Comments and Suggestions!

Financial Services

Division Of Administration & Business Affairs

Administration & Business Affairs > Financial Services > Business Partners Round Table

Business Partners Round Table

About the Business Partners Round Table

Financial Services is committed to the delivery of the highest quality service in support of University goals. We know that the key to our success is partnering with campus service clients. Working with our University partners, we hope to make the business environment easy to navigate by clearly communicating requirements, simplifying procedures, learning about your needs, and working to design mutually satisfactory work processes.

One of the ways in which we are doing so is through the Business Partners Round Table and Business Matters at Sac State. Launched in the fall of 2005, Business Matters is a repository of the most up-to-date information to assist campus partners in their roles as public stewards. The website contains simple guidelines for conducting various business transactions with Sac State. The first Business Partners Round Table was also held in 2005 and continues to be a well-attended quarterly event for campus partners, where updates on topics ranging from audit and insurance to travel, budget and purchasing are shared.

Through the Business Partners Round Table, we hope to provide the most current information to help campus business partners succeed in their jobs.

Have a question or comment for BPR? [Submit your thoughts through our Qualtrics BPR Comment Card form.](#) Your submission can be anonymous or not - your choice!

[Click Here to get on the BPR list and have announcements delivered to your Inbox!](#)

Upcoming BPR Meeting Dates

Agendas & Presentations

February 10, 2022

RECORDING: February 2022
Transcript

February 10, 2022 Agenda

Welcome & Announcements

Travel Updates

Accounting Services Updates

Printing Services & Processes

Sac State Waste Changes

Xerox Contract & Services

October 20, 2021

RECORDING: October 2021

& Audio Transcript



Future BPRT Events

SPRING 2024

Tuesday, April 9

FALL 2024

Tuesday, August 13

Wednesday, October 30

SPRING 2025

Tuesday, February 11

Tuesday, April 8

Year-End Departmental Deadlines!

Available online and updated! Posted to the BPRT Webpage. Get the PDF [here](#)

Year-End Departmental Deadlines!

2023-2024 YEAR-END DEPARTMENTAL DEADLINES

Dept	Item #	Task/Description	Deadline	Day
PCS	1	Last day to submit hard copy requisitions for 2023/2024 renewal contracts (SA) as requested by Procurement (not service order renewals).	3/1/2024	Fri
PCS	2	Campus Departments to verify validity of outstanding encumbrances (purchase orders). See Finance Reference Training "PO Open Encumbrance Report in Sac Vault (Cognos)" Job Aid under the Financial Section at the following location: http://www.csus.edu/IRT/ServiceDesk/Documents/ACS/Finance/OpenEncumbranceSummaryDrillJobAid.pdf	3/1/2024	Fri
PCS	3	Last day to submit CFS requisitions for purchases or services over \$50,000 for the current fiscal year.	3/22/2024	Fri
FM	4	Last day to submit Work Order Requests for current fiscal year to Facilities Management.	3/28/2024	Thu
FM	5	Last day to submit project requests for summer work ending on or before August 31	3/28/2024	Thu
AP	6	Last day to submit Concur travel expense reports for travel dates prior to 1/1/2024	3/29/2024	Fri
BPA	7	Last day for Division/College analysts to submit organizational changes (which affect ownership of department IDs) and Department Chartfield changes (budgeting, commitment, and total) to be effective July 1, 2024	4/12/2024	Fri



New Staff





SACRAMENTO
STATE

Contact Us

Financial Services: finsvcs-avp@csus.edu

Gina Curry: curryg@skymail.csus.edu

Jeanne Brewster: brewster@csus.edu

Redefine the Possible™