



SACRAMENTO
STATE

Business Partners Round Table

Tuesday, April 9, 2024

Redefine the Possible™



Finally..
Spring is just around the corner



**SACRAMENTO
STATE**

Comments

Question

Are there plans in the near future to combine the Procard and Travel card? Or, at least, for departments that travel often and host meals for non-employees?

Response

No, we are not able to combine these cards as they each have their own platforms for reconciliation. In addition, the credit cards are different product types and they are not allowed to be combined, per the credit card company.

Suggestion

I have been struggling to manage my Dept course fees.
Training workshop topic: How to Manage Course Fees

Response

Great Idea!

We will begin working on a workshop for fee holders

Suggestion

Can a reminder be sent out to the campus (faculty, management, and staff) about who has the authority to sign contracts or agreements and obligate the university?

Response

We will send a reminder in the fall

Why can't I sign?



Only with DOA can you obligate University resources including:

- Committing the University to spend money
- Committing University resources, expertise, facilities, or supplies (not just money)
- Signing a contractual document (i.e. agreements, contracts, permits, MOUs, terms & conditions, confirmations, click-through agreements, etc.)
- Negotiating terms and conditions.

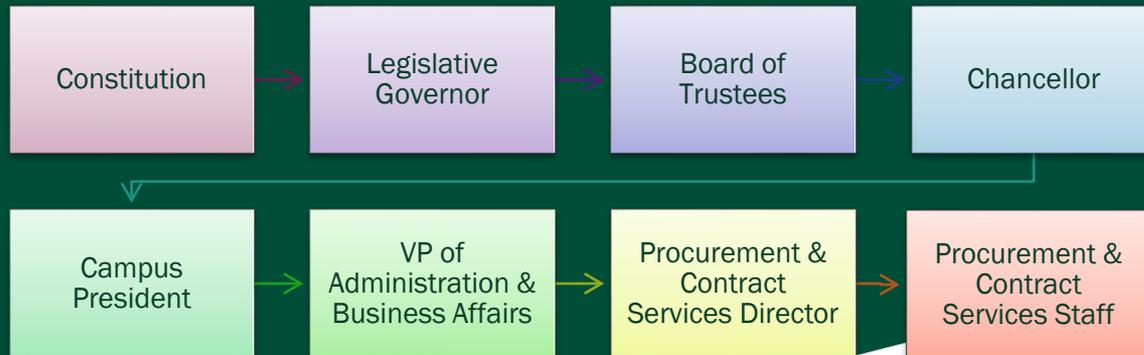
When in doubt – Ask! We are here to help!

Delegation of Authority

Delegation of Authority is the assignment to another person (normally from a manager to a subordinate) to carry out specific activities. It is the process of distributing and entrusting work to another person.

- ▶ Only Procurement and Contract Services can financially obligate the University.
- ▶ Departmental personnel have no such delegated authority (except *limited authority under the Procard Program*)

Example



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

FALL 2024

Tuesday, August 13
Wednesday, October 30

SPRING 2025

Tuesday, February 11
Tuesday, April 8



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Contact Us

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