



SACRAMENTO  
STATE

# Business Partners Round Table

Tuesday, August 13, 2024

*Redefine the Possible™*

**Pull cord**



**to begin apocalypse**



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# 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.

# Question

Why can't an academic department purchase a parking permit for student assistants during the summer?

# Response

Any item of value given to employees of the CSU (faculty, staff, students) is seen by the IRS as “income” and subject to income tax. This includes parking passes, gift cards, etc. It would also need to be reported to financial aid and may impact their eligibility, as per IRS and EdCode. This is not a CSU policy, but federal mandates.

# Suggestion

Please put a revision date on all trainings and forms



# Response

Will Do!

Footers on all Financial Services training materials and forms will contain Month & Year

# Suggestion

Any new form should include a “notes” or “additional Info” box

# Response

Many of our forms have this already. We will review existing forms and update as needed.

This was submitted anonymously – Could you let us know if there is a specific form?

## Concern

There is a bit of a disconnect in the info between guidance for Concur Travel request and “liability only/unfunded” actual “funded” by UEI. It would be helpful for these two entities to be on the same page and provide consistent info.

# Response

UEI and State-side are separate entities and UEI decides their business practices. We are connecting with them to see if there are areas where we can create more clarity

# Question

Are there plans to have a repository database for staff and faculty to access common processes and procedures. There seems to be a lot of different websites to access info. Localized Process Guide

# Concern

We understand the question to be asking us to provide information on what you want to do and who one should connect with. We can put something together and post it to the Financial Services webpage

# Response

Additionally: There are guides for Financial Services departments on requirements, etc. We cannot, however, direct a college or other division on their internal process and controls.

Departments and divisions are allowed to have stricter guidelines than the campus/CSU/EdCode requirements.



# Question

Can Sebastian come to BPRT and talk about who is allowed to sign contracts that bind the university?

# Response

We mentioned this in the April BPRT and sent out a message to the BPRT listserv, the CFS Users Group, and posted this information in the Monday Briefing. We also sent this information out to all MPPS.

# Question

Can you offer training on how to track and manage Student Fees?

# Response

You Bet!

Jeanne is working on this and should have it ready soon.  
Hopefully sometime in September!

# Send Your Comments and Suggestions!

Financial Services: [finsvcs-avp@csus.edu](mailto:finsvcs-avp@csus.edu)

Or anonymously at:

[https://csus.co1.qualtrics.com/jfe/form/SV\\_5nKTgI2eT6kTWvQ](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**

Wednesday, October 30

**SPRING 2025**

Tuesday, February 11

Tuesday, April 8



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## Contact Us

Financial Services: [finsvcs-avp@csus.edu](mailto:finsvcs-avp@csus.edu)

Gina Curry: [curryg@skymail.csus.edu](mailto:curryg@skymail.csus.edu)

Jeanne Brewster: [brewster@csus.edu](mailto:brewster@csus.edu)

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