



Business Partners Round Table

Thursday, August 14, 2025

**WHEN YOU WANNA
GET IN SHAPE FOR THE SUMMER**



BUT LIFE IS HARD

MEMEFUL.COM



SACRAMENTO
STATE

Announcement

Anyone who is also attending the New Student and Family Convocation Volunteer training scheduled this morning at 10am. They are recording that training, so you do not need to leave to attend.

Please email Tiffany Northern (tiffany.northern@csus.edu) to be directed to that recording location.

Comment Cards

Suggestion

It would be helpful if those in Financial Services signed their names instead of initials when declining Adobe Sign documents so we know who to reach out to when we have a question about why it was denied

Response

Adobe Sign Workflows are routed to departmental email addresses.
All individuals in the Department review and process these requests.

Any questions about cancelations can be addressed to the general departmental email address.

Jeanne will publish a list of Financial Department email addresses and their purposes.

Response

Invoice Agreement Exchange Canceled

Reason: *Will not accept this document: Gift certificates require preapproval from procurement. Please resubmit with additional justification for not obtaining pre approval and a distribution log for the certificates (found on the ABA Forms Page) listed on the invoice to satisfy IRS regulations. KG*

Document Title: Direct Payment Request - North Ridge Country Club FB Invoice

Status: Canceled

Parties:

Shawn Lucchesi (CSU - California State University Sacramento)

Mark Spencer (CSU - California State University Sacramento)

Mark Spencer (CSU - California State University Sacramento)

Sebastian Head (CSU - California State University Sacramento)

Margaret Hwang (CSU - California State University Sacramento)

Adobe Sign Financial Services (CSU - California State University Sacramento)

Adobe Sign Financial Services (CSU - California State University Sacramento) has terminated the agreement exchange for **Direct Payment Request - North Ridge Country Club FB Invoice**. All parties who have participated in the transaction have been notified accordingly, and the document has been deleted from all parties' Adobe Acrobat Sign accounts.



Response

Margaret Hwang (CSU - California State University Sacramento)

Adobe Sign Financial Services (CSU - California State University Sacramento)

Adobe Sign Financial Services (CSU - California State University Sacramento) has terminated the agreement exchange for **Direct Payment Request - North Ridge Country Club FB Invoice**. All parties who have participated in the transaction have been notified accordingly, and the document has been deleted from all parties' Adobe Acrobat Sign accounts.

Response

We will make a greater effort to self-identify and give more context for denials.

Suggestion

Is it possible to reduce the number of emails received when submitting expenditure transfers? It is especially confusing because the IRT tickets have limited information included in the email.

Response

Accounting Services will address this during their presentation.

Question

I have been trying to become a CARS requester for ages. Multiple requests have gone in and no luck yet. When I ask other staff to request for me, these requests only work a fraction of the time.

Are there any plans for the CARS requesting system to [be] fixed or improved?

Response

The CARS Request process belongs to IRT.

Send Your Comments & Suggestions

Financial Services: finsvcs-avp@csus.edu

Or anonymously at:

https://csus.co1.qualtrics.com/jfe/form/SV_5nKTgl2eT6kTWvQ

Reminder:

Authorization to Obligate the University

Does Not Have It

- Deans
- Chairs
- Faculty
- Managers
- Directors
- Staff

Does Have It

- President
- Chief Financial Officer (CFO)
- Some Procurement Staff

Obligating the University

What does that mean?

Google: Legally binding the organization to certain responsibilities or commitments, often through contracts or agreements. These obligations can be financial, contractual, or operational, and they define the duties and expectations that the organization must fulfill.

Future BPRT Events

FALL 2025

Tuesday, October 14th

Via Zoom – Register from our Trumba,

<https://www.trumba.com/calendars/sac-state-financial-services>

SPRING 2026

Tuesday, February 17th

Tuesday, April 14th

Year End Departmental Deadlines

- In development
- Holding for now
 - Unsure how P2P will impact Year End
- We will update you as we know more

Contact Us

Financial Services: finsvcs-avp@csus.edu

Jeanne Brewster: brewster@csus.edu