



Business Partners Round Table

Tuesday, February 17, 2026



SUNDAY

SPRING IS THAT YOU?



MONDAY

Oh, Ok.

**I'M READY FOR THE
REST OF THIS WEEK!**



**FUNNY THOUGHTS
AND JOKES**

**I HAVE MY
UMBRELLA, MY
FLIP FLOPS, MY
MITTENS, MY
SUNTAN LOTION,
MY WINTER COAT,
MY SUNGLASSES,
MY THERMALS, MY
ICED TEA AND MY
HOT CHOCOLATE!**



**SACRAMENTO
STATE**

We Normally Start with Comment Cards

BUT

We Have GREAT News

The OnBase Expenditure Transfer Form Is Back!



Thank you!

We had an extraordinary team of folks from Accounting Services and IRT who worked on this.

We appreciate you

Thank you!



And Now ...

And Now ...

Back To Our Regularly Scheduled Presentation

Comment Cards

Question

I would like to see Procurement and AP follow the same procedures in terms of hospitality justification forms and reimbursement requests. For example, when I submit a Requisition/PO, a Hospitality Justification is not required, but when I submit the invoice for payment/close the PO, the Hospitality Justification form *is* required.

Response

Hospitality Justification is not required at the Requisition stage, only at the payment authorization stage. So, Procurement isn't going to ask for it, but Accounts Payable will require it.

Question

Can we have more detailed training materials for P2P?

Response

We get it. There have been a LOT of changes.
To meet everyone where they are and how they learn,
we have resources!

- [Demos](#) – Recordings & Materials
- [Learning Labs](#) – Recordings & Materials
- [System-wide How-Tos](#) (with screen shots!)
- [Drop In Hours](#)
- Still need help? Email us: csubuy-p2p@csus.edu

Send Your Comments & Suggestions

Financial Services: finsvcs-avp@csus.edu

Or anonymously at:

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

Future BPRT Events

SPRING 2026

Tuesday, February 17th

Hey! That's Today!

Tuesday, April 14th

FALL 2026

Tuesday, August 18th

Wednesday, October 21st

Future BPRT Events

We are currently holding off on scheduling BPRT events beyond fall 2026 until we have a new AVP in Financial Services.

Year End Departmental Deadlines

- Are being updated
- Will be published once completed
- We will send them out to the BPRT Listserv
- Not on the list?
 - Email Brewster@csus.edu, or
 - Sign up [HERE](#)

Contact Us

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