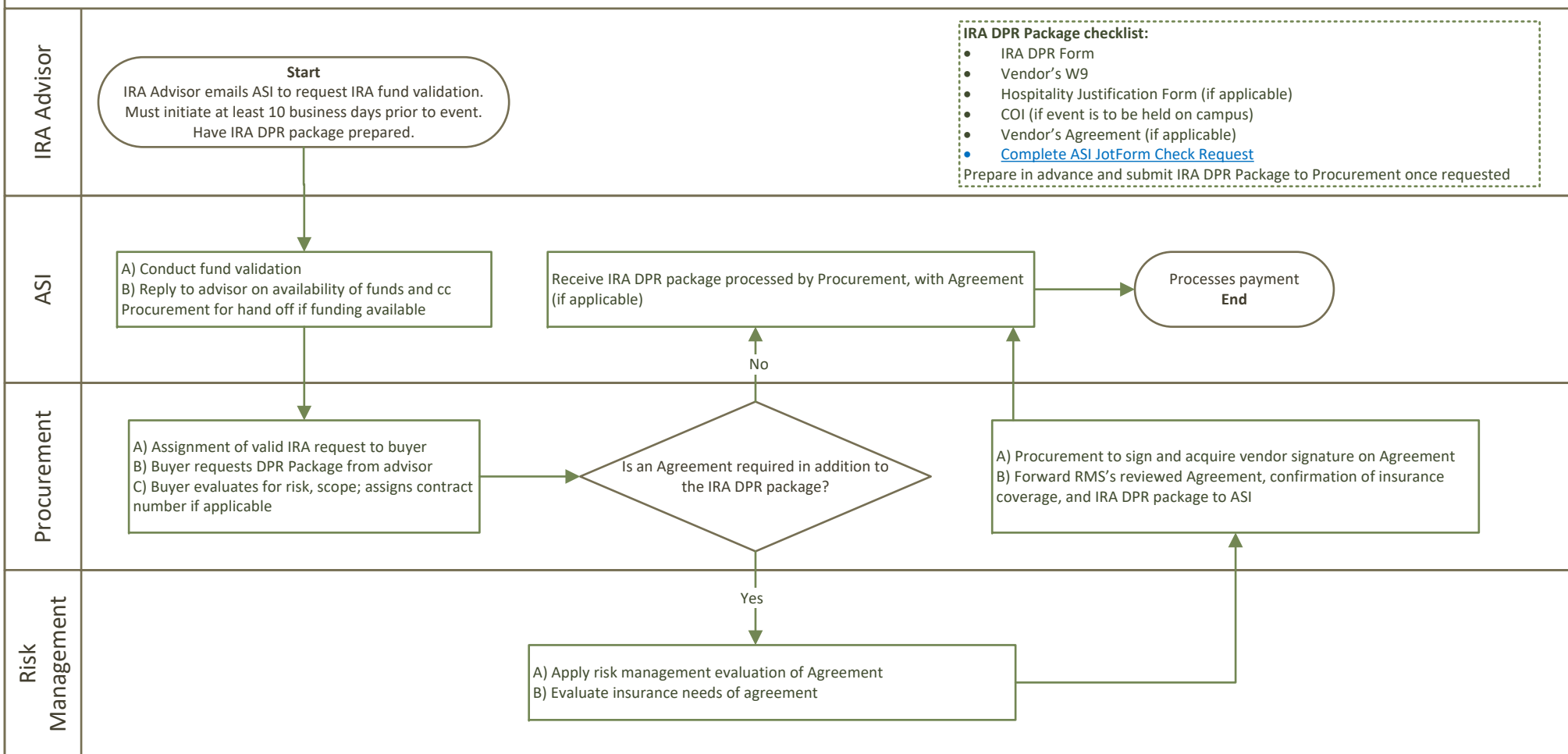


# Instructionally Related Activities (IRA) Process Map for Payments



**If not received 10 business days prior to the event,** require IRA Advisor to provide a memo with appropriate leadership justification and signatures.

Send email notification to Procurement with IRA Advisor's contact information (aba-fins-procure@csus.edu).