



ROBERT S. NELSEN CIVIC ENGAGEMENT GRANTEES MEETING

Award Year 2025-2026

Hosted by The Community Engagement Center's

Dr. Sam Blackburn, Director

Irina Kielborn, Resource Analyst



SACRAMENTO STATE

Anchor University Grant Renamed

The Anchor University Grant renamed to Robert S. Nelsen Civic Engagement Grant

Mission remains the same

As a community-engaged University, our mission is to align its resources and efforts to cultivate purposeful, long-term, mutually beneficial community partnerships that:

- Confront systemic inequities
- Transform the lives of our students
- Strengthen our communities.

The grant is now administered by the Community Engagement Center

Fiscal Grant Program Meeting Agenda

- Check-in on your grant spending status update
- Share important reminders about where to find your funding
- Review upcoming university Year-End Department Deadlines & Reporting
- Remind you of your resources such as assistance with purchasing or hiring, connect with your department's administrative analyst
- Answer grantee questions

Where To Locate Your Funding

All expenses related to your program use the following accounting setup:

- Fund: MDS16
- Dept ID: XXXXX
- Class Code: XXXXX ***(Funds were transferred to this class code by July 15)***
- Acct Fdescr: 660003 *(Supplies and Services; 601303 – Student Assistant)*

Important Budget Reminders

- Keep track of spending to not go over your awarded budget. Overage expense amount will be transferred to your Dept ID in MDS01.
 - Utilize your dept. ASC or Analyst they are your best resource for utilizing your grant funds
- You will have until the end of the FY 2025/26, June 30, 2026 fiscal year to reconcile the budget; however, refer to the earlier [Year-End Departmental Deadlines](#) to utilize your funding as ProCard and P2P requisition deadlines are earlier.
- Payments to individuals outside the university will need to be in accordance with the payment process for contractors.
- By **May 15, 2026** you will need to submit your actual budget (expenditures and remaining balance) using your original budget proposal form (Due to CEC).

GRANT FISCAL DEADLINE

- Awarded projects received \$2730-\$5000 for the **FY2025/2026**
- RSN expenditure deadline is the end of the semester: **May 15, 2026**
- Note the University **2025-2025 year-end department deadlines:**
 - **May 11:** Last day for all ProCard charges
 - **June 3:** Last day to submit requisitions and amend requests for purchase orders (PO)
 - **June 4:** Last day to submit invoices. Due to the Accounts Payable office via adobe workflow.
 - **June 8:** Last day to submit payroll adjustments for payroll occurring through May 31 to the Budget Office. (applicable to those who employ Students)
 - **June 12:** Last day for employees to submit Petty Cash reimbursement to the Bursar's Office.
 - **June 17:** Last Day for all transfer requests: Expense, revenue, budget, etc

Permissible and Non-Permissible Expenses

Permissible Expenses:

- Supplies
- Materials
- Equipment
- Mileage/travel reimbursement for students/CSU employees
- Food, drinks, and catering
- Student employment

Permissible Payments to non-CSU Individuals and Organizations:

- Payment to a non-profit organization or K-12 school
- Payment to non-CSU employed individuals to perform services
- Payment to a business to perform services
- Payment to a guest speaker
- Payment to an individual providing training service

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Steps to Make Payments to Non-CSU Organizations

- New CSU Buy **Procure-to-Pay (P2P)** System to enter a new Vendor/Supplier
- Please submit your request to CSUBuy P2P. All requisitions, contract reviews and purchase requests will be submitted and processed through P2P.
- P2P Links and information/training can be found here:
 - <https://csubuy.calstate.edu>
 - [CSUBUY Procure-to-Pay \(P2P\) | Sacramento State](#) And [CSUBuy Training Library](#)
- *Pro-tip: do NOT wait until May (close of fiscal year) to do this

Permissible and Non-Permissible Expenses

Non-Permissible:

- Gift cards
- Tuition assistance or scholarships for enrolled students
- Student stipend
- Staff stipend or bonus
- Faculty assigned time/release time/additional pay

Resources

- If you have questions regarding hiring student(s), please contact the [Student Employment](#) office.
 - Request a new position number through Budget Planning & Administration (BPA) [Request for New Pooled Position Number](#)
- For more funding information about students, please refer to the **Account Services'** payment to students webpage.

Q & A



Q & A with **Daniel Manomai**, *Accounting Operations Manager*

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