Central Connecticut State University

Fiscal Affairs Services Overview
The Budget Office is responsible for budget development, execution, administration, reporting and monitoring budgets. In addition, the Budget Office provides training, guidance and support to the staff and faculty members of the CCSU community.

- **Budget-Related Entries**
  - Adjust your department's budget based on priorities, funding, and spending to your Discretionary Personal Services (DPS) or Other Expenses (OE).

- **Budget and Transaction Detail Reports**
  - Monthly reports emailed from WebFocus.

- **Available Balance and Open Encumbrance Reports**
  - Reports sent every Friday.
  - Available Balance Report shows your departments remaining balance which is available for purchases.
  - Open Encumbrance Report is a detailed report that shows any open commitments to a transaction.
BUDGET

– Banner Training
  • Access to Banner can be requested by clicking on Account Requests, found on the IT Department webpage.
  • Once access is received, contact the budget staff for a detailed walkthrough of the Banner Financial System.

– PaperCut (formerly Copy Center)
  • For access to PaperCut, click on New User Authorization found on the Copy Center web page.
  • Once your access is approved, the Budget Office will add you to the appropriate index in the system.

Budget Staff

Ann Contrata – x22505
Margaret Nowicki - x22504
Alyssa Volpicella – x22501
PURCHASING

Before you get too far along in making your purchase, there are some questions we encourage you to think about...

– **What type of good or service am I trying to purchase?**
  What you are buying impacts how you should purchase the item.
  – P-Card
  – Disbursement Form/Honorarium
  – Purchase Order
  – Personal Service Agreement

– **How much is it going to cost?**
  How much your purchase costs may require you to take additional steps before you can make your purchase.
  – Less than $2,500 – May be able to be purchased on P-Card (must confirm that it is an “Approved Purchase” first)
  – Less than $5,000 – May be able to be paid for via Disbursement Form/Honorarium (if it is for a personal/professional service)
  – Less than $10,000 – May require a Purchase Requisition
  – $10,000 - $50,000 – Requires either Sole Source Justification, Price Comparison, or a Contract
  – $50,000 or higher – Requires either Sole Source Justification, Completed RFP, or a Contract
PURCHASING

– What are the risks involved with this purchase?
  • Are there liability risks? e.g., breach of contract issues, claims, warranty problems, terminations, intellectual property infringement charges, alleged confidentiality disclosures, disputes, and litigation.
  • Are there business risks? e.g., poor relationships, failure to obtain objectives, bad public relations, declining morale, instability, weakening of brand integrity, loss of goodwill, and reduced revenue or profits.
  • Purchases that have these potential risks should include additional terms and conditions to help protect the University.

– For more information, visit the Purchasing Department webpage.
– For purchasing-related questions, email purchasing@ccsu.edu.

Purchasing Staff

David McGraw – x22534
Sedina Begic - x22537
Julie Laude – x22535
Charles Zsebik – x20041
Purchasing Card

The Purchasing Card (P-Card) simplifies procurement by facilitating point-of-demand purchases.

**P-Card**

**P-Cards can be used to purchase items such as...**
- Conference Registration Fees
- Airfare Reservations
- Dues and professional memberships *
- Office, laboratory and educational supplies
- Printing Services
- Software and computer supplies *
- Subscriptions, one year only *

*Restrictions Apply

**P-Cards can not be used to purchase items such as...**
- Any item exceeding $2,500
- Alcoholic beverages
- Bus Transportation
- Clothing *
- Computers, iPads and other tablet devices
- Gifts/donations *
- iPads and other tablet devices
- Meals *

*Exceptions Apply

**For a complete list of approved and restricted purchases, please go to ccsu.edu/fiscal_affairs/pcard_directory.html.**
PURCHASING CARD

Requested Actions

– Requesting a P-Card
  • Fill out a Purchasing Card Application Form and submit to purchasingcard@ccsu.edu.
  • If budget authority is cardholder, application must be signed by cardholder's supervisor.

– Reallocating a charge to a different Banner ID
  • Fill out a Purchasing Card Reallocation Form and submit to purchasingcard@ccsu.edu.
  • The Allocation Form must be signed by the budget authority of the index to be charged.

– Requesting an increase for a single-transaction limit
  • Send an email request including the reason for the increase, the purchaser's P-Card last four digits, and an invoice or quote for the goods or services to purchasingcard@ccsu.edu.

*Above-mentioned forms can be found on the Purchasing Card webpage in the Forms link.
PURCHASING CARD

Other items to note

– Audits are now done in real time via review of the campus-wide, monthly statement.
– P-card statements and receipts must be retained until records disposal notification is sent.
– If fraudulent activity is suspected, call the 800 number on back of the p-card.
– If card is declined, contact a p-card administrator for assistance.
– For more p-card procedures, visit the Purchasing Card webpage at https://www.ccsu.edu/fiscalaffairs/purchasingCard.html.
– For p-card-related questions, email purchasingcard@ccsu.edu.

P-Card Administrators

Sedina Begic - x22537
Julie Laude – x22535
Accounts Payable

The Accounts Payable Office monitors, controls, and processes all non-salary and non-employee expense transactions of the University.

- Disbursement Form
  - Invoices paid on a Disbursement Form can be no more than $5,000.
  - A W-9 must be uploaded to this W-9 Link.
  - Invoices must be included with the Disbursement Form.
  - Invoices paid with Grant Funding must include a signature from the Grant’s Office.

- All invoices must include a Purchase Order (PO) number or Personal Service Agreement (PSA) number, except the invoices paid on a Disbursement Form.

- Unless otherwise stated, invoices will be processed within 30 days.
Accounts Payable

- All invoices having a Purchase Order or a Personal Service Agreement number and all disbursements must be sent to ap@ccsu.edu.

- Approving invoices:
  - Invoices must be approved through OnBase, which replaced WebNow.
  - A tutorial (New OnBase Invoice Approval Process) can be found on the Accounts Payable Webpage.

Accounts Payable Staff

- Darlene Goethie – x22506
- Michael Clancy – x22508
- Catherine Michaud – x22509
- Keqi Song – x22511
Travel

The Travel Office is responsible for processing expenses related to University-sponsored travel and serves as a reference point for Travel Authorizations and Expense Reports, as well as providing guidance on travel policies and procedures.

- Travel Authorizations and Expense Reports are processed through SAP Concur, a web-based travel and expense system found on the Travel webpage.

- Travel requests must be approved before departing on your trip.
  - This includes virtual conferences and workshops.

- Requests and expense reports have separate deadlines.
  - May be required to provide multiple justification forms for late submissions.

- Select the lowest-cost option, without preference to airlines, routes, or seating.
Travel

– Hotels will be reimbursed at the GSA rate.
  • Conference attendees can book conference hotels up to the negotiated conference rate.
– All expenses require documentation and/or original receipts.
– When in doubt, please reach out!

Travel Administrator

Rajashri Paricharak – x22549
rparicharak@ccsu.edu
Accounting

The Accounting Department is responsible for the university’s financial reporting, financial ledgers, oversight of journal entries, maintenance of the chart of accounts, reconciliation of university bank accounts, recording of prepaid expenses, and other financial functions. Additionally, the department provides guidance and advice regarding financial regulations, methods, and practices.

- For Journal Entry and Check Reissue Request forms, visit the Accounting Department webpage and click on the Forms link.

Accounting Staff

Brian Wood – x 22541
Brian Vanderoef – x20160
Kaylene Sylvester – x22543
# FISCAL AFFAIRS

WWW.CCSU.EDU/FISCALAFFAIRS

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