ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

POLICY: **ACCOUNTS PAYABLE POLICY**

EFFECTIVE DATE: **SEPTEMBER 21, 2018**

APPROVAL DATE: **April 6, 2026**

DEFINITIONS

ASI Accounts Payable (AP):
Funds ASI pays or reimburses for goods or services from a contractor, vendor, or a staff purchase on behalf of ASI.

Interunit Billing Transfer (IUB):
Electronic exchange of funds between units at CSUSM.

CSUBUY Procure -to- Pay (P2P)
Financial System used by CSUSM.

Expenditure Requisition Form and Supporting Documents:
Compilation of supporting documents to submit to CSUSM Accounts Payable Department to process in the CSUBUY system for payment.

PURPOSE

The purpose of this policy is to outline the proper internal controls for processing and tracking payments and invoices, purchases, and reimbursements for all Associated Students, Inc. of California State University San Marcos (herein called ASI) and student organization accounts.

POLICY

I. ASI utilizes two methods for processing payments for goods and services
    1. Reimbursements via check, direct deposit, or ACH
    2. Payments via ProCard, or interunit billing transfer.

II. ASI also submits reimbursements or payments on behalf of campus recognized Student Organizations to accounts payable.

III. ASI staff adheres to CSUSM Cash Handling Policies. By completing the cash handling certification training online and upon completion, listed as a custodian to handle monetary instruments such as checks.

IV. ASI will process payment within 30 calendar days of performance completion date of services or receipt of an invoice, whichever is later.

PROCEDURE

I. Reimbursement or payments are processed in CSUBUY Procure-to-Pay (P2P) system for suppliers. Employee reimbursements are processed through Concur. Student reimbursements and payments are processed through CFS.

1. A current and completed Payee Data Form must be submitted electronically or already have on file for any individual and/or vendor that is not set up in the system in order to be issued any form of payment.
    a) This form is a link directly sent to the individual to be completed via adobe sign that goes directly to accounts payable to set up the supplier in the system to receive payments.
2. An ASI Expenditure Request Form (ERF) for staff must be completed to receive reimbursement or to process payment.
    a) ASI ERF requires the signature of the individual requesting the reimbursement, supervisor, Business Operations Analyst, Vice President of Finance and Operations (VPFO), and the ASI Executive Director.
    b) CSUSM Sponsored Student Organization ERF requires the signature of the Student Organization President, Treasurer, and Faculty/Staff Advisor.
        i. All student organizations that fall under the supervision of Campus Recreation require additional signature approval from designated Campus Recreation staff member.
3. Requisitions with back-up documentation are to be submitted within the same fiscal year of the purchase.
4. ASI ERFs are submitted weekly to Accounts Payable department by the Business Operations Analyst for reimbursements

II. Receipt of reimbursement via check

1. Checks are prepared by the CSUSM Accounts Payable department which can take up to 15 business days to be received.
2. Checks for students, ASI staff, university staff or vendors can be picked up in the ASI Office by requestor or designee or mailed.
3. The check log is signed upon receipt of the checks or mailing of the check.
4. The CSUSM Accountant designated to ASI tracks and reviews all payments and generates a summary of Accounts Payables (AP) outstanding checks semesterly as part of the ASI Financial Reconciliation.

III. Credit Card Payment Process

1. ASI provides ProCard for purchases of goods, services, and travel. ProCard purchases and usage will be made in accordance with the ASI Corporate Credit Card Policy.

RELATED DOCUMENTS

I. ASI Expenditure Request Form (ERF)
https://adobesigndynamicworkflow.csusm.edu/asi

II. CSUSM Accounts Payable Training
https://www.csusm.edu/ap/index.html

III. Payee Data Record https://adobesigndynamicworkflow.csusm.edu/ap

IV. CSUSM Accounts Payable Department
https://www.csusm.edu/fs/ap/index.html

V. CSU Debit/Credit Card Payments
https://calstate.policystat.com/policy/8670322/latest/

VI. Placement and Control of Receipts for Campus Activities and Programs
https://calstate.policystat.com/policy/8543193/latest/

VII. CSU Contracts and Procurement Policy
https://calstate.policystat.com/policy/7865355/latest/