From: PCBO Subscription
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Accounts Payable Updates
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Attachments: ATT00001.txt



Accounts Payable Updates

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Sent on Behalf of: Accounts Payable

Hello PCBO Community,

Please see below for a summary of Accounts Payable updates, effective 11/18/2024, communicated at today's PCBO meeting (10/29/2024). A recording of the meeting and presentations can be found at PCBO.

ProCard

- Stateside/Foundation ProCard Limit has increased to $5,000
- Corporation – No change

Hospitality

- For ProCard purchases, continue to use the Hospitality Form in Adobe Sign (will be updated to mirror CSUBUY, but will still allow per event)
- For Req to PO purchases, use the Hospitality Form in CSUBUY (per expense). Hospitality approvals will be embedded in your requisition
- "CSUBUY Role 3" (previously called Level I on the Hospitality Form) will sign all Hospitality
- "CSUBUY Role 2" (previously called Level II on the Hospitality Form) will only sign Special Circumstances
- Removing Blanket Approvers for Stateside/Foundation
- Removing Blanket Approvers for Corporation
- **We will be hosting a Hospitality training course in the next few weeks. Stay tuned!**

Direct Pay

- Direct Pay to Suppliers – No longer accepted (Use CSUBUY)
- Direct Pay to Employees and Students – No change

Supplier Setup

- Supplier Setup will now be completed by the Chancellor's Office in CSUBUY
- Employee and Student Setup – No change

After-the-Fact Form for Accounts Payable (AP)

- Accounts Payable will no longer require the After-the-Fact Form
- AP may still ask you via email why an invoice was late, as we need this information for auditors; it just won't be requested via a form

Please reach out to shonour@csusm.edu with any questions.

Thank you!
CSUSM Accounts Payable