

CSM Business Office Task Distribution List

| Task | Submit to | Note | Contact Person |
|---|---|--|--|
| Vendor Invoices | District Accounts Payable abukhalilh@smccd.edu (via Email) | Reference PO# on the signed invoice. | Hussien Abu Khalil, Accounts Payable Email: abukhalilh@smccd.edu Ext: 6812 |
| Petty Cash, Reimbursement Requests, Mileage Reimbursement, Statement of Conference Expense, and Conference Advances | csmbusinessoffice@smccd.edu via Email | File name must reference employee name, month and year. Itemized receipts are <u>always</u> required. | Dianne Fernandez Email: fenandezd@smccd.edu Ext: 6209 |
| Requisition Request Backups | District Purchasing Link to the backup: \\appserv1\\purchasing\\Backups\\Requisitions\\College of San Mateo | File naming convention should follow the example listed below. Ex: R230xxxx – Vendor Name | Irma Vasquez, District Buyer Email: vasquezi@smccd.edu Ext: 6470 |
| Independent Contracts Authorization for Payment forms | csmbusinessoffice@smccd.edu via Email | Encumbrance number (E#) and G number (G#) must be referenced on forms. <u>Do not add Social Security numbers!</u> | Yung Nguyen Email: nguyeny@smccd.edu Ext: 6207 |
| Standard Services Agreements, Independent Contracts, Performance Agreements, and Outside vendor agreements | csmbusinessoffice@smccd.edu via Email | Documents with sensitive information, e.g., Social Security number, must be submitted via Dropbox. | Yung Nguyen Email: nguyeny@smccd.edu Ext: 6207 |
| PRFs/PAFs | csmbusinessoffice@smccd.edu via Email | File name must follow the HR PRF/PAF file naming convention. | Stephanie Martinez Email: martinezst@smccd.edu Ext: 6405 |
| Student and Short-Term Paperwork | csmbusinessoffice@smccd.edu via Email | Submit new hire packets with sensitive information via Dropbox: Student Assistant Paperwork Short-Term Paperwork | Dianne Fernandez Email: fenandezd@smccd.edu Ext: 6209 |
| Paper/Manual Timesheets | csmbusinessoffice@smccd.edu via Email | File name must reference employee name, month and year. Justification for all OT/Comp Time must be included in the Notes section. | Charles Phan (Student Assistants) Email: phan@smccd.edu Dianne Fernandez (OT/Comp/Short-Term) Email: martinezst@smccd.edu Kathy McEachron (Adjunct/Overload) Email: mceachronk@smccd.edu |
| Procards Inquiries (Packets, Indexing, Use Tax, etc.) | csmbusinessoffice@smccd.edu via Email | | Dianne Fernandez Email: fenandezd@smccd.edu Ext: 6209 |