CSM Business Office Task Distribution List

Task	Submit to	Note	Contact Person
Requisition Request Backups	District Purchasing Link to the backup: Requisitions\College of San Mateo	File naming convention should follow the example listed below. **Ex: R240xxxx – Vendor Name**	**Irma Vasquez, District Buyer** Email: vasquezi@smccd.edu Ext: 6470
Change Order Backups	District Purchasing Link to the backup: Change Orders\College of San Mateo	File naming convention should follow the example listed below. **Ex: P230xxxx – Vendor Name**	**Irma Vasquez, District Buyer** Email: vasquezi@smccd.edu Ext: 6470
Vendor Invoices	District Accounts Payable abukhalilh@smccd.edu (via Email)	PO# must be noted on the signed invoice. Req# will not suffice.	**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 and credit card are always required.**	**Dianne Fernandez** Email: fenandezd@smccd.edu Ext: 6209
Independent Contracts Authorization for Payment forms	csmbusinessoffice@smccd.edu via Email	Encumbrance number (E#) and G number (G#) must be referenced on forms. Do not add Social Security numbers!	**Kim Aviles** Email: avilesk@smccd.edu Ext: 6207
Standard Services Agreements, Independent Contracts, Performance Agreements, and Non-District Agreements	csmbusinessoffice@smccd.edu via Email	Documents with sensitive information, e.g., Social Security number, must be submitted via Dropbox.	**Kim Aviles** Email: avilesk@smccd.edu Ext: 6207
PRFs/PAFs	martinezst@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. **Notes section must include justification for hours worked.**	**Charles Phan (Student Assistants)** Email: phan@smccd.edu **Dianne Fernandez (OT/Comp/Short-Term)** Email: fernandezd@smccd.edu **Kathy McEachron (Adjunct/Overload)** Email: mceachronk@smccd.edu
Procards Inquiries (Packets, Indexing, Use Tax, etc.)	csmbusinessoffice@smccd.edu via Email	Do not email procard packets.	**Dianne Fernandez** Email: fenandezd@smccd.edu Ext: 6209