

CSM Business Office Task Distribution

Tasks	Submit To	Note	Contact Person
Requisition Request Backups	District Purchasing Link to Backup: Requisitions\College of San Mateo	File naming convention should follow the example listed below. Ex: R250xxxx – Vendor Name	Dianne Fernandez, District Buyer fernandezd@smccd.edu Ext. 6726
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: P250xxxx – Vendor Name	Dianne Fernandez, District Buyer fernandezd@smccd.edu Ext. 6726
Vendor Invoices	District Accounts Payable gordonellisk@smccd.edu (via email)	PO# must be noted on the signed invoice. Req# will not suffice.	Kaytlin Gordon-Ellis, Senior Accounting Technician gordonellisk@smccd.edu Ext: 6763
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 always required.	Melissa Orellana orellanam@smccd.edu Ext: 6209
Independent Contracts Authorization for Payment forms	Send to Kim Aviles at avilesk@smccd.edu CC 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 avilesk@smccd.edu Ext: 6207
Standard Services Agreements, Independent Contracts, Performance Agreements, and Non-District Agreements	Send to Kim Aviles at avilesk@smccd.edu CC csmbusinessoffice@smccd.edu (via email)	Documents with Social Security Number must be submitted via Dropbox.	Kim Aviles avilesk@smccd.edu Ext: 6207
PRFs/PAFs	Send to Victoria Lin linv@smccd.edu CC csmbusinessoffice@smccd.edu (via email)	File name must follow the HR PRF/PAF file naming convention.	Victoria Lin linv@smccd.edu Ext: 6405
Student and Short-Term Paperwork	Business Office Dropbox: Student Short-Term	Documents with sensitive information (e.g., Social Security number, banking info) must be submitted via Dropbox.	Melissa Orellana orellanam@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) phan@smccd.edu Business Office (OT/Comp/Short-Term) csmbusinessoffice@smccd.edu Kathy McEachron (Adjunct/Overload) mceachronk@smccd.edu
Procards Inquiries (Inquiries, Indexing, Use Tax, etc.)	csmbusinessoffice@smccd.edu (via email)	Do not email procard packets—all packets go directly to the cardholder's appserv1 folder.	Melissa Orellana orellanam@smccd.edu Ext: 6209