

New Department Project

Current Department Schema:

DXX

D	Division	
XX	Department	

New Department Project

Old = DXX D = Division XX=Department	New = DTTTXX D = Division – B&P to control T = Tiers defined by divisions XX = Department
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Division	700000	T&C	Tier 1
Unit	710000	Technology	Tier 2
	720000	C&M	Tier 2
Sub-Unit	710100	Admin	Tier 3
	710200	Tech	Tier 3
Department	710201	Web Services	Department
	710202	Application Services	Department
	720101	C&M	Department

Division	700000	T&C	Tier 1
Unit	710000	Technology	Tier 2
	720000	C&M	Tier 2
Department	710001	Web Services	Department
	710002	Application Services	Department
	720001	C&M	Department

Finance 101 Training Schedule - November 2015

**All sessions will be held in
Malibu Hall 100**

Monday, November 16, 2015

- | | | |
|------------------------------------|------------------|--------------------------------|
| • Understanding Accounting Strings | 10:30 - 11:30 am | Jennifer Moss |
| • CASHNet EMarket | 1:30 - 2:30 pm | Theresa Olivo |
| • Using the JET / RET Form | 2:30 - 3:30 pm | Leo Cervantes / Michelle Hense |

Tuesday, November 17, 2015

- | | | |
|--|-----------------|------------------------------------|
| • Travel Workshop | | |
| ○ Risk Management in Travel | 9:30 - 11:00 am | Katharine Hullinger / Myrna StaAna |
| ○ How to Submit a Travel Expense Claim | | |
| • Purchasing Information Technology Products | 1:30 - 2:30 pm | Cathy Strauch |
| • Position Management | 2:30 - 3:30 pm | Janson Chapman |

Friday, November 20, 2015

- | | | |
|---|------------------|--------------------------------|
| • Finance Data Warehouse – Phase 2 Upgrades | 9:30 - 10:30 am | Josh Magana / Jennifer Moss |
| • ProCard Refresher | 10:30 - 11:30 am | Karina Cruz |
| • CASHNet Cashiering | 1:30 - 2:30 pm | Theresa Olivo / Rachel Linares |
| • Cash Handling | 2:30 - 3:30 pm | Rachel Linares |

- Finance 101 Training descriptions are included on pages 2 - 5 of this document
- Presentations will be posted on the Financial Services website at: <http://www.csuci.edu/financial-services/forms-tutorials.htm>
- All sessions will allow for Q&A at the end of the presentations



Transportation and Parking

What is Zipcar?

- Rental Car located right on campus
- Self-service access to cars 24/7
- Low hourly and daily rates include gas, insurance, and reserved parking spot on campus
- Reserve online or using your mobile device – in seconds
- Good for the environment



University Benefits

- Reduces demand for on-campus parking; alleviates congestion
- A sustainable alternative transportation solution that reduces your carbon footprint
- Turnkey program includes everything you need, even gas and insurance
- Flexible programs for faculty and staff
- Simple online application and approval process



How much does it Cost?

- Weekday rates: \$7 per hour or \$66 per day
- Weekend rates: \$8 per hour or \$72 per day

Fuel, insurance, maintenance, roadside assistance and reserved campus parking included in price!



Where are they Located?

- Zipcar reserved parking spots located in Town Center and A-5 parking lot





University Departments Accounts

Saves time

- 24/7, self-service access to vehicles
- Easy-to-find locations steps from your office
- Reserve online, via iPhone app or mobile web browser

Saves money

- Reserve for as little as an hour at a time
- Reduced University rates
- Rates include gas (for 180 mi or 200 km), parking, insurance and maintenance

Saves hassle

- 24/7 online account management
- Seamless booking across all Zipcar locations worldwide
- No more time-consuming reimbursements



Business memberships are the best deal going.

	Zipcar	Car Rental
Gas	✓	EXTRA
Insurance	✓	EXTRA
Damage	✓	EXTRA
Liability	✓	EXTRA
Collision	✓	EXTRA
Mileage	✓	EXTRA
Environmental Fees	✓	EXTRA
Location Surcharge	✓	EXTRA

- No initial setup fee
- \$0 annual fees
- No minimums, no guarantees
- Utilization of cars on campus
- When traveling to other cities, local business rates apply
- Reserve only for the time you need

Please contact Jason Kudlock,
Southwest University Account
Executive jkudlock@zipcar.com



Opening Zipcar Account

- Fill out a Zipcar Departmental Account Request Form
- Assign a Designated Department Account Administrator
- Enroll individual drivers on Department Account

<http://www.csuci.edu/publicsafety/parking/zipcar.htm>





Channel Islands

CALIFORNIA STATE UNIVERSITY

DIVISION OF BUSINESS & FINANCIAL AFFAIRS

Public Safety

Procedure to Open Departmental Zipcar Accounts:

1. Designated Departmental Account Administrator will complete and return the Zipcar Departmental Account Request Form found at <http://www.csuci.edu/parking/zipcar.htm> to Procurement Travel Coordinator.
 - a. Procurement Travel Coordinator will return the Zipcar Departmental Account Request Form with the CIT numbers and/or the Pro Card Travel Account number to the Designated Departmental Account Administrator.
 - b. Designated Departmental Account Administrator will go to www.zipcar/csuci to create departmental account. The link is located on the right hand side.
 - c. Designated Departmental Account Administrator will approve all drivers enrolled in departmental account and will be responsible for monitoring account activity including revocation of membership for any staff or faculty member that has separated from the university.
2. **Individual Drivers on Departmental Accounts** will:
 - a. Enroll in departmental account via link www.zipcar/csuci.
 - b. Will complete Travel Authorization paperwork as prescribed by their department.
 - c. Start Zipping!

ZIPCAR DEPARTMENTAL ACCOUNT REQUEST FORM

DATE	REQUESTOR	DEPARTMENT	CONTACT NUMBER/EXTENSION		
Departmental Account Administrator:					
Name:		E-mail / Log In	Password (provided by Zipcar)		

Departmental Accounting String for "In-State Travel":					
Account	Fund	Dept ID	Program	Class	Project/Grant

DIVISION/DEPARTMENT HEAD APPROVAL

Division/Department Head Name	Division/Department Head Signature	Date

DEPARTMENTAL ZIPCAR ACCOUNT MEMBERS

DRIVER #1						
Legal Name	E-mail	Driver's L#	Exp.	CIT#	F/Y	
DRIVER #2						
Legal Name	Email	Driver's L#	Exp.	CIT#	F/Y	
DRIVER #3						
Legal Name	E-mail	Driver's L#	Exp.	CIT#	F/Y	
DRIVER #4						
Legal Name	E-mail	Driver's L#	Exp.	CIT#	F/Y	
DRIVER #5						
Legal Name	E-mail	Driver's L#	Exp.	CIT#	F/Y	
DRIVER #6						
Legal Name	Email	Driver's L#	Exp.	CIT#	F/Y	