

DIVISION OF BUSINESS & FINANCIAL AFFAIRS

COVID-19 BRIEFING

March 20, 2020

Unit: Financial Services

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ACTION:

Electronically route invoices for electronic signature.

BACKGROUND AND POLICY ISSUE(S):

Effective the week of March 16, 2020, CSUCI moved to a telecommuter working environment. The current operation must be modified to support the signature authority and disbursement process without disruption to ensure the integrity of the fiscal operations. Until a systemwide procure to pay system is fully implemented, it has been determined the only available option to support this process is the file sharing application Drop Box.

It is CSU policy that funds disbursed in settlement of official university commitments and activities are properly authorized, supported by a documented business purpose, substantiated by applicable receipts, correctly processed for payment, and in compliance with all applicable regulations. Campuses must prepare written procedures that implement this policy.

Fiscal Services staff has vetted the process with all Divisions and received acceptance of the process.

RECOMMENDATION:

Approve the implementation of the Drop Box sharing application to facilitate electronic signature authority to disburse payments. Effective immediately.

SUPPORTING DOCUMENTATION:

Electronic and Digital Signatures; ICSUAM 8100.00

<https://calstate.policystat.com/policy/6607796/latest/>

Disbursements General; ICSUAM 3103.01

<https://calstate.policystat.com/policy/6597704/latest/>

Administrative Detail: #30-17