Accounts Payable and Procurement 101

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- * Terms Overview
- * Section 1 Hospitality
- * Section 2 ProCard
- * Section 3 Direct Pay
- * Section 4 EREQs
- * Section 5 EBERs
- * Section 6 Additional Financial Services Information
- * Section 7 Contact Information





- * Please list all your questions in the chat box of Zoom
- * After the training we will answer them and send responses out to all attendees.



Term Overview

Term Overview

- * Commodities/Goods Tangible items that are received
- * 3-Way Match- Commodity/Goods Purchase Orders, Receiving Required.
- * Services- Any service being provided by an individual or company. i.e., independent contractors, consultants
- * 2-Way Match- Service Purchase Orders, no Receiving Required.



- * Chartfield- Account, Fund, Dept and others.
- * ProCard- Campus procurement credit card provides an alternative procurement method of effecting low-value, business related purchases without the direct involvement of the procurement office.
- * Direct Pay- Payment request process is used to request a payment to a supplier. Used for low dollar value transactions where no contract is needed.



- * EREQ- Electronic Requisition Requesting a Purchase Order, Service Order, Contract, Agreement, Memorandum Of Understanding or any other document requiring a signature including click to accept websites.
- * Encumbrance Money is reserved to pay for what is being contracted.
- * EBER- Employee Business Expense Reimbursement-Department ProCard should be utilized whenever possible



- * CPO- Cash Posting Order, a process of campuses to transfer funds internally without cutting a check
- * Journal Re-Class- Moving an expenditure from one chartfield to another
- * ICR- Independent Contractor Review, a review done by Human Resources on individuals to ensure compliance with contractual relationships.

- * Fiscal Delegation of Authority– Someone authorized to spend against a chartfield. Required forms must be completed in advance.
- * Contractual Delegation of Authority- A written delegation by the AVP of Financial Services.
 - * Contracts and Procurement



- * Franchise Tax Board (FTB) Nonresident Withholding
 - * 7% withheld on payment to out of State vendors conducting services in CA who do not maintain a permanent place of business in CA or listed with the California Secretary of State.
- * US Tax Withholding to Foreign Companies and/or Individuals
 - * Monetary amount withheld on payment when services conducted inside the US.
- * Use Tax
 - * Tax applied on purchases made and correct sales tax rate was not charged.

Section 1 Hospitality

Section 1 –Hospitality What is Hospitality?

* <u>Hospitality</u>-

- * The reasonable provision of meals(catered or restaurant) or light refreshments(beverages, hor d'oeurves, pastries, cookies)
- * Entertainment Services
- * Promotional Items
- * Service Recognition
- * Awards
- * Prizes
- * Hospitality includes expenses for activities that promote the university to the public, with the expectation of benefits accruing directly or indirectly to the university.

Section 1 -Policy Objective

- * Hospitality expenses may be paid when <u>ALL</u> the following criteria are met:
 - 1. Expenses are Necessary
 - 2. Appropriate to the Occasion
 - 3. Reasonable in Amount
 - 4. Serves a purpose with the Mission of the University
 - 5. Cost Effective
- * Hospitality applies to: Students, Employees, Donors, Guests, Visitors, Volunteers and Other Individuals

Section 1 – Hospitality Roles

- * <u>Approving</u> Official-A person whom authority has been delegated in writing to approve expenses.
 - * Must be approved by approving official (approving authority).
 - * Approving authority may not approve their own expenses and may not approve their supervisor. Exception: The President's expenditures to be approved by CFO
 - * Vice President approval or above is required when a spouse or domestic partner of an employee is in attendance and the hospitality is for recreational, sporting or entertainment events.

Section 1- Employee Only Meetings or Events

- * Serves a university business purpose
- * Occurs infrequently per group or committee
- * Is a reasonable amount
- * And <u>ONE</u> of the following are met:
 - * The meeting or event lasts 3 hours or more
 - * The majority of the attendees are on travel status
 - * More than 2 employees are present

Section 1-Unallowed Expenditures

- * Personal Benefit
 - * Examples include:
 - * Employee birthdays, weddings, anniversaries, bridal/baby showers, bereavement or sympathy gifts.
 - * Gifts as thank you to consultants, guest speakers, or employees from another campus.
- * Discrimination
- * Tobacco Product



	HOSPITALITY FORM Revised 09/2019 v3.0	
Current Date:	Date of Event:	
Official Host Name:	Phone or Email:	
Number of Participants:	Cost per Participant:	
Does the hospitality include official g	iests?	

No ✔ Yes (Describe official guest): →	Employees from another CSU work	Donors	Sponsored Program
If "No" please include a list of participants and reference the hospitality policy for maximum	location Members of the community	Students	Volunteers
meal limits.	Recruitment	Other (Describe):	



Business Unit	Account	Fund	Dept	Program	Project	Class	\$ Amount
)###, RN###, RT##			
				nds – RC###, RD## /12/3##, NT###, Q##			, RV###
		Private Suppor	t - Co###, GN	A2/3##, NT###, Q##	### (other than Q	Z###), RY###	

Type of Hospitality Expense (Mark all that apply):	Operating Fund	Self-Support Student Fee	Private Support
Gifts to employees		Not allowed	
Birthday, wedding, anniversary, bridal/baby showers, bereavement gifts to employees		Not allowed	
Tobacco products		Not allowed	
Meals and light refreshments for meetings and events			
Employee awards/prizes, service recognition, or employee morale functions	0		
Employee farewell gatherings (\$750 maximum)			
Employee farewell awards	8		
Promotional items for official guests			
Promotional items for university employees (Tangible personal property up to \$75)			
Gifts to official guests	Not Allowed	Not Allowed	
Stoles or equivalent	Not Allowed	Not Allowed	
Memberships in social organizations	Not Allowed		
Alcoholic beverages	Not Allowed		
Entertainment services (VP approval or higher required)	Not Allowed		
Other (Describe):	Contraction of the second	÷	

The hospitality policy can be found at https://www.sonoma.edu/policies

AUTHORIZED SIGNER (APPROVING AUTHORITY): Expenses are in accordance with the SSU Hospitality Policy.

	09/24/19
Print Name:	Date:

ADDITIONAL APPROVING OFFICIAL, if required:

(Required when authorized signer and official host are the same person or when official host is the authorized signer's supervisor)

Signature:

NO. Signature:



Policy Information

- * It is the responsibility of all employees to comply with hospitality policy, please make sure to read the entire policy.
- * <u>http://www.sonoma.edu/policies/hospitality-expenses-ef</u> <u>fective-oct-1-2019</u>
- * http://www.sonoma.edu/policies/hospitality-faq

Section 2 ProCard

Section 2 - ProCard

- * Verify Vendor accepts Visa with no additional credit card fees
- * Commodity/Goods within your per transaction limit
- * Non-Contractual Service under \$2500
- * Obtain Quote



Section 2 - ProCard

* Place Order

- * Submit receipt and any additional required documents with ProCard reconciliation report.
- * **<u>ProCard should be utilized whenever</u>** <u>**possible**</u>
- * Training Available



Section 3 Direct Pay

Section 3- Vendor Data Record (204)

- * Required in order for Sonoma State to make any payment
 - * No substitutions
 - * ProCard is exempt
- * CSU or State Employees cannot be paid outside of Payroll
- * Retirees cannot be paid until at least 6 months after separation, check with HR
- * Form contains Level 1 data please do not email or accept email
- * Must be uploaded by data owner
 - * http://web.sonoma.edu/finance/procurement/vendor/
- * Vendor name on 204, invoice, PO, Direct Pay, must all match
- * Payment request or EREQ where a 204 has not been received, if not received within 30 days of submission, request will be returned to department to obtain and resubmit

Section 3- Direct Pay

*Commodity/Goods under \$500
*Non-Contractual Service under \$2500

*Obtain a Quote



Section 3- Direct Pay

- * Place Order
- * Once goods are received and inspected or service performed
- * Payment submission
 - * After all approvals, submit invoice with Direct Pay form attached to invoice to Accounts Payable to <u>apinvoice@sonoma.edu</u>
 - * One payment request per email
 - Recommended email subject line (Business Unit-Vendor Name-Invoice Number) Example: SOCMP-CARRIE SCHMIDT-AP12345
 - * Verify No Past Due Balance



Section 3-Direct Pay

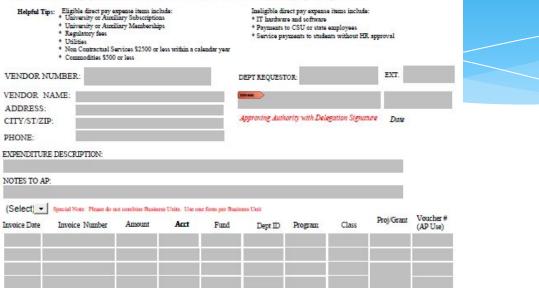
- * Payment Terms are Net 30 based off of invoice date.
- * For speakers or services the date cannot precede the service.
- * Typically turnaround under normal business operations for voucher entry is 15 business days from receipt of accurately completed direct pay and fund review.
 - * Just like your department, AP is not immune to PSPS events, evacuations, poor air quality, campus closures, fatigue, bereavements, paternity leave or COVID related issues.
- * Pay-cycle happens on Tuesdays and Thursdays, please note checks are mailed next business day.



ONOMA Vendor Direct Pay Form

All invoices must identify the University or one of the Auxiliaries as the billable to entity. In addition, it is recommended the contact name/department responsible for placing the order also be referenced on the invoice.

Departments must not submit the Direct Pay form until services are rendered or commodities received. It is the sole responsibility
of the requesting department to ensure all information necessary for proper delivery of items is provided to the vendor. Items should be
shipped directly to Sonoma State University. Any problem resolution regarding the order is the requesting department's responsibility.
 Payment to vendors may be delayed or denied until a property completed Vendor Data Record form is on file with the Accounts
Payable Office. For tax purposes, if the Vendor Data Record on file is outdated, Accounts Payable may require an updated form.



Clear Form

\$ 0.00

CASHIERS DEPOSIT: BUSINESS UNIT(BU) TO ANOTHER BU THE APPROVER MUST HAVING SIGNING AUTHORITY ON BOTH BU CHARTFIELD STRINGS.

	Acct	Fund	Dept ID	Program	Class	Proj/Grant	Amount
(Select) -							
(Select) -	E.		1.				
(Select) -	2						
(Select) -	1						-
(Select] -							
							\$ 0.00

PLEASE NOTE: If payment request is a commodity over \$500 or non-contractual service over \$2,500, or contractual services at any dollar amount the two questions below must be answered.

1. Why was the correct process not followed?

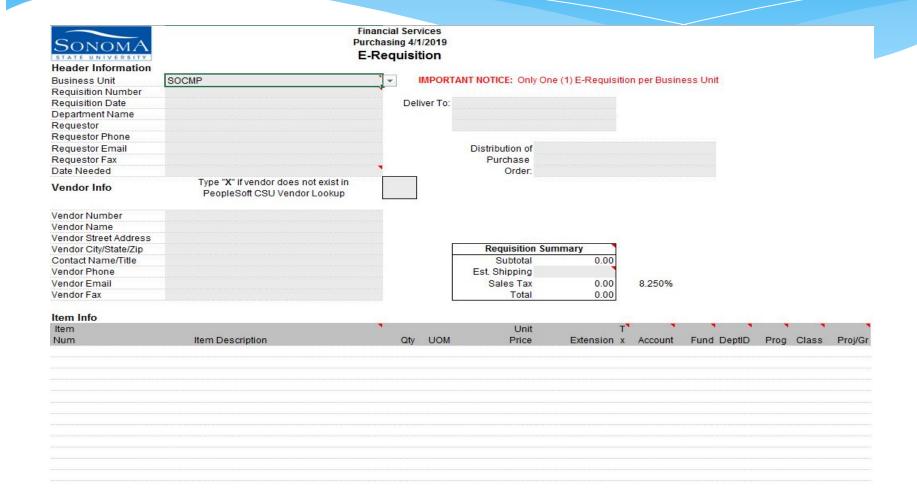
2. What measures will be implemented to ensure compliance with procurement policies and procedures?

Financial Services: 1801 E. Cotati Ave Rohnert Park, CA 94928
 Location of Form: http://www.sonoma.edu/finance/forms/
Revised: February 2021

Section 4 EREQ

Section 4- EREQ Quotes/Bid Requirement

	Goods	Services	IT Related Goods and Services
\$0 - \$49,999	One Quote	One Quote	One Quote
\$49,999 - \$99,999	Three Quotes	Three Quotes	Three Quotes
\$99,999 - \$499,999 Longer process time is needed. Dept should reach out to Procurement as early as possible	Formal Competitive Solicitation	Formal Competitive Solicitation	Three Quotes with written scope of work
\$499,999 and up Longer process time is needed. Dept should reach out to Procurement as early as possible	nger process time is needed. pt should reach out to ocurement as early as Competitive Solicitation		Formal Competitive Solicitation



Instruction Tab

Requisition Date: enter the actual date you submit the requisition to Purchasing. Use

Instructions E-Req Input | Note to Buyer | Sponsored Projects |

Header Information

Header Information

Business Unit	SOCMP
Requisition Number	3067-005
Requisition Date	05/15/20
Department Name	Contracts and Procurement
Requestor	Joy Sun
Requestor Phone	664-2274
Requestor Email	joy.sun@sonoma.edu
Requestor Fax	664-4183
Date Needed	5/20/2020

Deliver to and Distribution of PO





Service – Who do you want the deliverable (report, proposal....) to be delivered to Commodities – Who do want the item (equipment, computer, chairs...) to be delivered to

EREQ Form Vendor Information

V	endor Info	Type "X" if vendor does not exist in PeopleSoft CSU Vendor Lookup
٧	endor Number	1212153085
V	endor Name	Academic Search, Inc.
۷	endor Street Address	1015 18th Street NW, Suite 510
۷	endor City/State/Zip	Washington, DC 20036
C	Contact Name/Title	Shawn M. Hartman, V.P. and Chief Operating Officer
V	endor Phone	202-332-4049, Ext. 484
٧	endor Email	smh@academic-search.com
Vendor Fax		202-234-7640
4	Vendor Info	Type "X" if vendor does not exist in PeopleSoft CSU Vendor Lookup
5		
6	Vendor Number	2
5	Vendor Number Vendor Name	Academic Search, Inc.
5 6 7 8		Academic Search, Inc. 1015 18th Street NW, Suite 510
5 6 7 8 9	Vendor Name	
5 5 7 8 9 0	Vendor Name Vendor Street Address	1015 18th Street NW, Suite 510
5 5 7 8 9 0	Vendor Name Vendor Street Address Vendor City/State/Zip	1015 18th Street NW, Suite 510 Washington, DC 20036
5 5 7 8 9 0 1 2	Vendor Name Vendor Street Address Vendor City/State/Zip Contact Name/Title	1015 18th Street NW, Suite 510 Washington, DC 20036 Shawn M. Hartman, V.P. and Chief Operating Officer

Besides the Requestor and Vendor, who else needs copy of the Purchase Order or Contract.

Goods

Item Information Part 1 – Item Description and Amount

Services

	Requisition Summary Subtotal Est. Shipping Sales Tax Total	5,492.72 0.00 453.15 5,945.87
	Subtotal Est. Shipping Sales Tax	0.00
	Est. Shipping Sales Tax	0.00
	Sales Tax	453.15
	Total	5 945 87
		0,040.07
UOM	Unit Price	Extension
ea	1036.69	1036.69
		la accentionarie
ea	0	

ea	713.3	713.3
		100 CC
	-98	ea 0

Make sure the amount in the Extension add up or match the amount in the Requisition Summary box. Amount indicated on the EREQ form should match with vendor's quote.

Item Information Part 1 – Item Description and Amount

or City/State/Zip	Requisition Summary
act Name/Title	Subtotal
or Phone	
or Email	Sales Tax 0.
or Fax	Total 0.1
Info	
	Unit
Item Description	Qty UOM Price Extension
non Dobonpaon	

Item Information Part 2 – Chartfield String

								Unit	T			•			
	·					Qty	UOM	Price	Extension x	Account	Fund	DeptID	Prog	Class	Proj/G
Account	GFund	DeptID	Prog	Class	Proj/Gr	5	ea	1019	5095 y	613001	SO500	3067			
613001	SO500	3067							ሪ						
						5	ea	89	445 n						
613001	SO500					5	ea	127	635 y]			
						2	ea	1390	2780 y						
						2	ea	190	380 n						

Section 4- EREQ Required Submittals

- * Vendor quote/proposal or website link
- * Detailed Scope of Work
- * Approved IT Cert Provide the entire email string not just screenshot of the approval section
- * Signed Hospitality Form Hospitality Policy
- * Signed Independent Contractor Review (ICR) Form Contract with an individual (John Smith) not a company (Google, GE....)

Section 4- EREQ Required Submittals

- * Must be submitted by an authorized approver with proper fiscal DOA in place or attach the approval with EREQ
- * Supplies to be shipped directly to employee's personal residence. The employee's appropriate administrator's approval is required

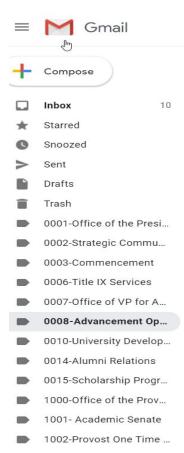
Section 4- EREQ Submit EREQ

- * Submit EREQ when all required submittal and approval(s) are obtained and everything should be submitted in <u>ONE</u> email to ereq@sonoma.edu.
- * One EREQ per email. Do not combine multiple EREQs in one email.
- * Subject Line Naming Convention EREQ number – vendor name

EREQ submitted not following the above mentioned will not be processed and will be returned to the department.

Section 4- EREQ Subject Line Naming Convention EREQ Number – Vendor Name

EREQ Files



Proper Naming Convention

Re: EREQ 0008-038 AccuData_AlumniFinder Rer Re: EREQ 0008-038 AccuData_AlumniFinder Rer Fwd: EREQ 0008-038 AccuData_AlumniFinder R FW: EREQ 0008-036 AlumniFinder Donor Search Fwd: EREQ 0008-033 Morgan Stanley - NB Selec Fwd: EREQ 0008-034 Morgan Stanley - Vintage V FW: EREQ 0008-032 Blackbaud_RE NXT Succes FW: EREQ 0008-031 Stericycle/Shred It - Approv FW: EREQ 0008-030 McMorgan Infrastructure F FW: EREQ 0008-029 Morgan Stanley_Graham Al FW: EREO 0008-028 Access Information Protect FW: EREQ 0008-027 Labyrinth POA for Universit FW: EREQ 0008-026 SSUF Labyrinth Charitable : FW: EREQ 0008-025 University Labyrinth Charita FW: EREQ 0008-024 CSPG Registration - Approv

Creative Naming Convention

Re: Guest Parking MOL
Re: Guest Parking MOL
Fwd: Guest Parking MC
WSLC Agreement EREC
Fwd: New Users - Hello
Fwd: FW: Software Pro
Fwd: EREQ 3061-006 Q
Fwd: Questica Invoice -
Fwd: Memorandum of .
Fwd: Additional users f
Athletics IBLA - Hello, 7
Modulars Amendmenta
Re: EREQ 3061-006 Qu
EREQ 3061-006 Questi
Pavilion Loan Amendm

Section 4- EREQ What happens to my EREQ once I submit?

- * Verify Fiscal of Delegation of Authority (DOA) and review of required submittals
- * Other Reviews: Asset, Budget, Trust, ORSP
- * Assigned to a Buyer
- * Contract executed/Purchase Order issued
- * Goods can be shipped
- * Service can begin



Section 4- EREQ

- * Departments have to manage PO/Contracts
- * Should a change need to be made to an existing PO/Contracts, a EREQ must be submitted indicating the change prior to any action being made.
 - * Ex: extending term, increasing scope of work and/or cost, chartfield update or change
- * Do not submit invoice to EREQ email



Section 4- EREQ AP Payment Submission

- * Invoice submittal Forward invoice to Accounts Payable at <u>apinvoice@Sonoma.edu</u>
 - * One payment request per email
 - * Recommended email subject line
 - (Business Unit-Vendor Name-PO#-Invoice Number)

Example: SOCMP-RICOH-PO113719-5060518126

- * Department tracks and confirms sufficient funds on PO to pay invoice prior to submission to AP
- * If PO has multiple distribution lines, department must reference line number and line amount for AP to pay

Section 4- EREQ AP Payment Submission

* Service

- * Make sure the correct PO/Contract Number is referenced on the invoice and approve that services have been completed by sending payment to AP
- * Confirm service dates align with PO
- * Confirm rate charged aligns with PO
- * For artists, checks can be ready for distribution the night of a show based on contractual agreement. Check pickup must be an SSU employee

* Commodities/goods

- * Commodity/Goods- Make sure the correct and functional items are received, correct PO/Contract Number is indicated on the invoice
 - * Confirm invoice aligns with PO
 - * Item, quantity, rate, sales tax (sales tax must be accurately charged)
 - * Email Nick Powers prior to sending invoice to AP

Section 4- EREQ Change Use Same EREQ Number with.00X

 Scenario No. 1 – EREQ already submitted . A PO/Contract has not been issued. You need to change the information provided on the EREQ (for example: new pricing or specification)

Action item – Submit a <u>**Revised EREQ</u>** with all required submittals and approvals. Provide all information on the Item Description, <u>**new total amount**</u> and chartfield string. EREQ number should be original EREQ number plus .001.</u>

For example: Original EREQ number is 3030-200. The revised EREQ number should be 3030-200.001.



Section 4- EREQ Change New EREQ Number

* Scenario No. 2 – EREQ already submitted and a PO/Contract is issued. You need to amend the PO/Contract (for example: time extension, additional scope of work and cost, change qty....)

Action item – Submit a <u>New EREQ</u> with a new EREQ number with all required submittals and approvals. Indicate only the <u>changes</u> on the Item Description. Remove all the original from the item description. Put only the <u>additional amount</u> and chartfield string on the EREQ.

Example – Increase PO No 115632 by \$200 due to additional scope. The EREQ amount should be \$200 not \$200 plus the PO/Contract amount.



Section 4- EREQ Turnaround Expectations

- * ProCard 3 to 4 business days
- * Purchase Order/Service Order 2 to 3 weeks
- * Contract (non-IT) 3 to 4 weeks
- * IT related 6 to 8 weeks
- * Out to Bid up to 6 months, based on complexity

Contingent upon - EREQ submittals are complete and accurate and the suppliers are being responsive with 204's, insurance, other required documentation, negotiations and signature. Section 5 EBER Currently Suspended

Section 5 - EBER

*EBERs are currently suspended and will not be processed until further notice.

Section 5 -Currently Suspended Employee Business Expense Reimbursement

- * ProCard should always be used first
- * When a purchase needs to be made out in the field
- * Commodities/Goods up to \$500.00
 - * Must be shipped to the University
- * Not allowable:
 - * Services
 - * Software or Hardware purchases
 - * Students making purchases on behalf of the University



EBER- Currently Suspended



Clear Form

Employee Business Expense Reimbursement (Non-Travel)

Department ProCards should be the first option when a purchase needs to be made for the University. In the rare event that an employee must make a purchases out of pocket, this form should be utilized.

1) Out-of-pocket reimbursements up to \$100, will be paid from Petty Cash. Please take this completed form, original itemized receipts and any other required forms for the purchase to Seawolf Service Center for reimbursement.

2) Out of pocket reimbursements above \$100 will be paid by check or EFT to the employee. Please submit completed form, original itemized receipts and any other required forms for the purchase to Accounts Payable for reimbursement.

3) To clear a Employee Business Expense Advance (EBEAR) attach copy of original request with original itemized receipts to Accounts Payable for reimbursement.

***If advance was in excess of actual expenses, repayment occurs at Seawolf Services.

Helpful Tips:

*Reimbursement requests should be submitted within 30 days of purchase.

*Tips on meals should not exceed 20%

*The following items are prohibited through the Employee Business Expense Reimbursement: IT hardware and software, Travel related expenses and services of any kind.

*Students should not be making purchases on behalf of the University.

	Employee ID
Date:	
Name:	
Email:	
I am set up on Direct Deposit:	(For Direct Deposit Form: http://web.sonoma.edu/finance/forms-policies/)
Please pay via Check:	
Mailing Address:	
Address City/State/Zip:	

Busin			

Employ

(Select) - Special Note: Please do not combine Business Units. Use one form per Business Unit

Acct	Fund	Dept ID	Program	Class	Proj/Grant	Amount
enditure/R	eimbursement D	escription:	В		(enter as a negative): Owed by) Employee:	\$ 0.00
		* *	* * Attach all	original recei	pts * * *	

ee Signature		Date	
ng Authority Signature		Date	
	SonomA		
	SONOMA		
	STATE UNIVERSITY		



Section 6

Additional Financial Services Information

Cash Handling

- Departments submit invoice with payment authorization after services rendered or commodities/goods received to agreed upon terms.
- * AP practice is to mail ALL vendor payments directly to vendor.
 - * Special consideration is if the PO outlined check needed night of event.
 - * Once department accepts the check, the department is responsible for appropriate cash handling.
 - * Check in locked department safe
 - * Dept hands check to vendor night of event after services rendered
 - * If services not rendered, event canceled Due to Acts of God, dept immediately returns check to Accounts Payable with reason check is returned.

Section 6- Payment Options

* Check

- Primary form of vendor payment
- * Checks are printed on Tuesday and Thursday and mailed next day
 - * Employees mailed to home address
- * International vendors are issued check
- * Direct Deposit (payroll direct deposit is separate)
 - * Employees may receive travel or business reimbursement Direct Deposit (SOCMP)
 - * Direct Deposit is run daily (excluding holiday)
 - * Direct Deposit for University Employee Reimbursements
- * ACH-Domestic Vendor Electronic Payments
 - * Current 204
 - * Electronic Payment Request Form
 - * Letter from bank on bank letterhead (possibility to waive)
- * WIRE-International
 - * Current 204
 - * Electronic Payment Request Form
 - * Letter from bank on bank letterhead
 - * Vendor bank has direct banking relationship with Wells Fargo
 - * Infrequent included in contractual agreement

Section 6-What happens if an Expense posted to an incorrect Chartfield?

- * Submit journal reclass form to <u>journal.reclass@sonoma.edu</u>
- * Include supporting documentation of original transaction along with delegation of approval for updated Chartfield.



Section 6 – Additional Financial Services Information-Travel

- Accounts Payable audits travel documents against CSU Travel Policy & Procedure requirements for the following individuals:
 - SSU Employees
 - SSU Volunteer Employees
 - SSU Students
 - Interview Candidates /Prospective Employees
 - Independent Contractors/Suppliers



Section 6 – Additional Financial Services Information-Travel

Travel Forms can be found at:
 <u>http://web.sonoma.edu/seawolfservices/forms/index.htm</u>
 <u>1</u>

□ Travel Questions? Visit the <u>Travel FAQ</u> page.

Section 7-Contact Information

- * Financial Services Contacts
 - * http://web.sonoma.edu/finance/contact.html
- * Financial Services Forms can be found at
 - * <u>http://web.sonoma.edu/finance/forms-policies/</u>



Thank you for participating Please put your questions in chat We will email out the ppt and the questions and answers to all attendees Please send any feedback to Jenifer.Barnett@Sonoma.edu