



# Doing Business @ CSUSM

## Business Managers Round Table

*Communication made easy!*

*Finance and Business Services*

See DB@CSUSM at <http://www.csusm.edu/fbs/>

### DB@ CSUSM

### I Need to Place an Ad, What Do I need to Do?

DATE: June 28, 2005

TO: Deans, Department Chairs, Managers and Department Business Officers

FROM: Art Torres, Director, Procurement & Support Services

To improve the process of placing and paying for advertisements, Procurement & Support Services and Accounts Payable have included advertisements in the "Direct Pay" procedure for payment. The Direct Pay process provides a shorter turn-around time for payments by using the "Direct Pay" form and eliminates the need for a requisition. This process should not be used to place advertisements for public works projects. If your unit would like to schedule a Q & A session, please contact Pamela Ohrazda at ext. 4445 or [pohrazda@csusm.edu](mailto:pohrazda@csusm.edu).

#### • How to process an ad for Administrators and Staff:

All advertising for Administrative (administrators and staff) employment opportunities with the campus are to be submitted to Human Resources and Equal Opportunity on a Direct Pay Form for review of compliance with university, state and federal regulations, and subsequent placement of the advertisement(s).

#### • How to process an ad for Faculty Searches and Non-Employment, i.e. campus events:

- The requesting department contacts their vendor of choice to place the advertisement and requests a tear sheet from the vendor.
- It is the responsibility of the requesting department to receive and sign the invoice for payment.
- The requesting department completes a Direct Pay Form with the actual publish dates and attaches the invoice with a copy of the tear sheet or a copy of the text of the advertisement. All documents are then forwarded by inter-campus mail to Accounts Payable for "Direct Pay" processing.

If you have any questions, please contact Pamela Ohrazda, x4445.

### Finance and Business Services (FaBS)

*... One of the Finance & Administrative Services Families*

AVP's Office · Accounting Services · Accounts Payable · Accounts Receivable · Cash Management · Cashiers · FAS Systems Operations  
Development · Financial Aid Business Operations · Financial Reporting · Materials Management & Mail Center · Payroll · Procurement & Contracts  
· University Controller's Office