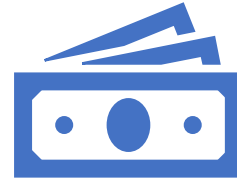# Accounts Payable Updates

Topics

Petty Cash

Emails

Ongoing Training

Questions/Answers

Petty Cash Reimbursement

Make an approved/allowable purchase. Complete the online form at (petty_cash_procedures.pdf (csusm.edu))

Scan and upload all appropriate receipts with the form, and gain approval from an individual authorized to sign for the fund/dept ID listed on the request.

Upon receipt of approved request from Accounts Payable, email sfs@csusm.edu with anticipated pick-up date and time.

Bring photo ID to Main Cashier when picking up approved reimbursement.

Petty Cash is Prohibited for the Following Purposes:

• Invoices from vendors

• Gift cards

• Hospitality expenses of any type (i.e., party supplies, gifts, coffee/coffee pots)

• Food

• Services of any type (employees, independent contractors, student assistants)
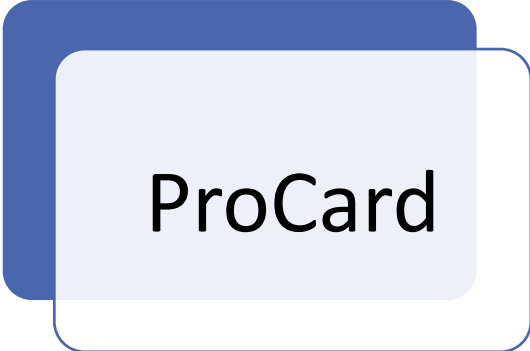
• Travel

Email – Who for What

- Submittal of invoices to be paid and questions – accountspayable@csusm.edu, apfnd@csusm.edu, apcorp@csusm.edu

- Hospitality questions – hospitality@csusm.edu

- ProCard questions – pcard@csusm.edu

- Travel questions – traveloffice@csusm.edu

- Procurement questions – procurementservices@csusm.edu
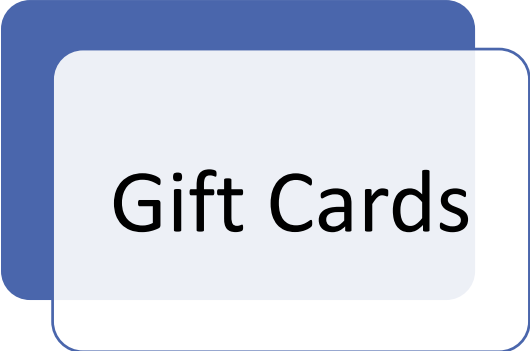
Accounts Payable Training
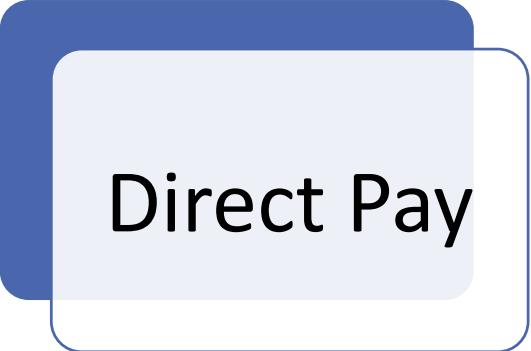
ProCard

Hospitality

Gift Cards

Direct Pay

Questions or Comments?