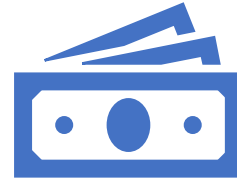


# Accounts Payable Updates





# 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](mailto: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)



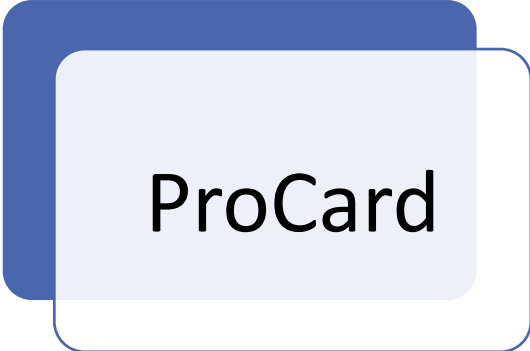
- Travel



# Email – Who for What

- Submittal of invoices to be paid and questions – [accountspayable@csusm.edu](mailto:accountspayable@csusm.edu), [apfnd@csusm.edu](mailto:apfnd@csusm.edu), [apcorp@csusm.edu](mailto:apcorp@csusm.edu)
- Hospitality questions – [hospitality@csusm.edu](mailto:hospitality@csusm.edu)
- ProCard questions – [pcard@csusm.edu](mailto:pcard@csusm.edu)
- Travel questions – [traveloffice@csusm.edu](mailto:traveloffice@csusm.edu)
- Procurement questions – [procurementservices@csusm.edu](mailto:procurementservices@csusm.edu)

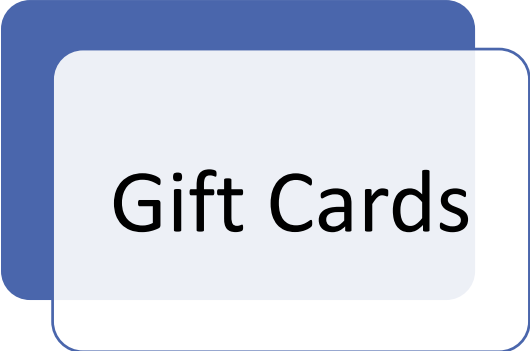
# Accounts Payable Training

A blue rounded rectangle with a light blue gradient and a white shadow, containing the text "ProCard".

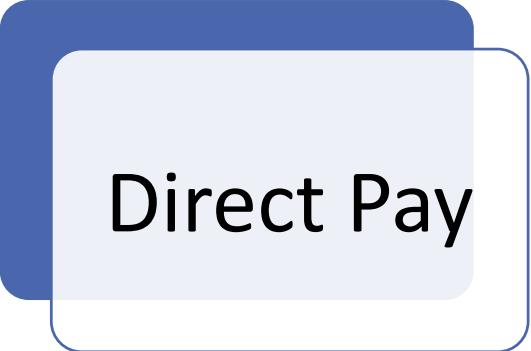
ProCard

A blue rounded rectangle with a light blue gradient and a white shadow, containing the text "Hospitality".

Hospitality

A blue rounded rectangle with a light blue gradient and a white shadow, containing the text "Gift Cards".

Gift Cards

A blue rounded rectangle with a light blue gradient and a white shadow, containing the text "Direct Pay".

Direct Pay

Questions or  
Comments?

