



## Partners in Campus Business Operations

### Business and Financial Services

Wednesday, March 26th, 2014

### Meeting Highlights!

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#### ▲ Student Union Update – Sara Quinn

- Soft Grand Opening April 14<sup>th</sup>
- Grand Opening July 21<sup>st</sup> – At this time reservations will be available on 25Live
- Please check their website for a list of events in the near future:  
<http://www.csusm.edu/usu/events/index.html>

Contact the USU info desk at 760-750-7450 if you have any questions.

#### ▲ Human Resources Online Catalog

- Please use their Online Training form to request training:  
<http://www.csusm.edu/hr/trainingdev/trainingrequest.html>

Contact Human Resources at 760-750-4418 if you have questions.

#### ▲ NCAA Update and Clarke Expansion – Jennifer Milo

- NCAA Membership Committee will announce their decision in July 2014
- Clarke Expansion aims to be completed by October 2016

Contact Jennifer Milo at 760-750-7100 if you have any questions.

#### ▲ Trust Budget Submissions

- Trust Budget Submission forms will be posted on the Budget Office website in mid to early April at:  
<http://www.csusm.edu/budgetcentral/>
- An email will go out to the Division's Resource Analysts once they are posted.

Contact Stephen Wren at 760-750-4467 if you have any questions.

#### ▲ Accounts Payable People Soft Dates and Year End Dates – Becky Henwood

- PeopleSoft/CFS will be down from Wednesday 04/16/14 – Tuesday 04/22/14
- Thursday 04/10/14 will be the last day to submit invoices to AP for payment on Tuesday 04/15/14
- The next check run after Tuesday 04/15/14 will be Thursday 04/24/14

Contact Becky Henwood at 760-750-4442 if you have any questions.

#### ▲ Distribution Services – Valissa Middleton

- The online training request can be found at:  
<http://www.csusm.edu/procurement/distributionservices/Training%20Request.html>

Contact Valissa Middleton at 760-750-4526 if you have any questions.

⤴ **Accounting Year End Key Dates – Clint Roberts**

- Year End Closing Calendar will be available on the PCBO website at:  
<http://www.csusm.edu/bfs/pcbo/index.html>

Contact Fiscal Services at 760-750-4483 with any questions.

⤴ **UARSC/Foundation Conversion Update – Bella Newberg**

- CFS Cheat Sheet will be available on the PCBO website at:  
<http://www.csusm.edu/bfs/pcbo/index.html>

Contact Fiscal Services at 760-750-4483 with any questions.

⤴ **Questions or concerns**

Contact [PCBO@csusm.edu](mailto:PCBO@csusm.edu) if you have any questions.