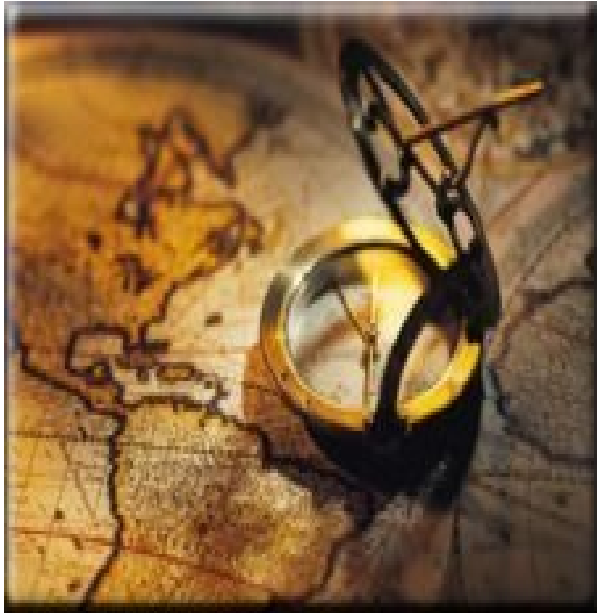


Finance & Accounting Newsletter

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Dear Colleagues:

We are pleased to bring you our Fall 2007 issue of the Finance & Accounting Newsletter. The intention of this publication is to provide information regarding regulatory and policy updates that affect Auxiliary Services, and to provide other practical information that will assist you in effectively and efficiently conducting your operations. In order that the Newsletter be as helpful as possible to our readers, we welcome your feedback on the articles we publish.

Tariq Marji
 Controller



New Director of Finance and Administration

We are pleased to announce that Frank Mumford has joined the ASC team as the new Director of Finance and Administration, beginning September 24th. Frank brings great talent and skills both in finance and in business leadership, having been both CEO and Director of Administration and Planning for Cal Poly Corporation, San Luis Obispo. This experience gives him the ability to contribute broadly to our financial, operational and business strategies. As the Chief Executive Officer at Cal Poly Corporation, Frank was responsible for auxiliary commercial operations, strategic planning, investment management, risk

management, oversight of pension plans and grants and contracts. Prior to serving as CEO, Frank was the Director of Administration and Planning, overseeing strategic planning, general administration and financial services for the corporation's operations. Please join us in welcoming Frank Mumford to the ASC team.



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Campus Programs Account Administrative Fees

Campus Program accounts are those accounts maintained by the CSU Fullerton Auxiliary Services Corporation (ASC) to meet the needs of faculty, staff, students, and departments of the University, where there are no restrictions on the use of the funds.

Each account maintained by the ASC will be charged the greater of a base administrative fee of \$5 a month (regardless of activity), or 6% of expenditures, including payroll. There will be a maximum charge of \$180 (6% of \$3,000) for any

single expenditure or for each individual payroll check transaction. Also, each account which utilizes ASC payroll is subject to additional processing fees.

Payroll processing fees

Payments to individuals, who are not independent contractors per ASC guidelines, will be treated as employees regardless of the amount of hours worked.

Each time one or more employees are paid through the normal payroll cycle, the account will be charged a processing fee of \$30. In addition, for each individual payroll check, there will be a

per check charge of \$2.00. Time sheets received by the ASC after the established payroll deadline will be processed by the payroll office one week after the original pay date. This will also result in a processing fee of \$50 for the account. Any questions regarding administrative fees should be directed to Raul Castañeda, ASC Sr. Accountant, extension 4142.



Accounts Payable FAQ

Recently we introduced the revision of our check request and purchase order forms. Since the new form is significantly different than our previous one, here are some frequently asked questions:

Q: Where will I be able to find the new forms?

A: The new forms are now available on our website: <http://www.csufasc.org/accform.aspx>

Q: I still have the old check request/purchase order forms. Can I continue using them?

A: For efficient processing, we request that you to use the new forms exclusively.

Q: Where can I find the PICR (Personal Income Check Request) form?

A: We combined the PICR form and the check request form. In the check request form you will be able to find the drop down box right above the "Check Distribution Information" box. Select the classification that is appropriate to your check request.

Q: I used to receive the "yellow" copy of the check request, once payment was

made. Will I continue receiving a copy of it?

A: We only provide a second copy of the check request for pick-up checks or for checks distributed through inter-campus mail. We no longer provide second copies of the mailed checks. Please make a copy for your records before submitting the check request.

Q: Can I send the requests electronically?

A: We advise that all requests be sent to CP-275 since we require original signatures on the requests, for auditing purposes.

Accounts Payable FAQ (continued)

Q: There is no longer a “pink” purchase order copy that I can send back. What should I do after I receive the merchandise?

A: Upon receiving the merchandise, please sign the receiving document and indicate the P.O. number. If the P.O. is for services, please submit a copy of the purchase order marking that the services

are complete and send it to CP-275. Also, please attach the original invoice if the invoice has been sent to your department.

If there are any further questions, please contact Susie Ng Accounts Payable Specialist at extension 4145.



Thanksgiving Holiday week check run



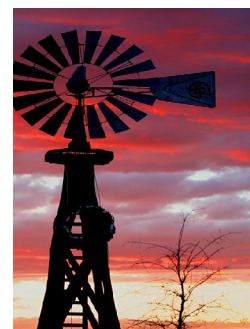
With Thanksgiving around the corner please be advised of the following: All check requests needs to be turned into ASC office by **Friday, November 16, 2007 5:00 p.m.** in order to be processed by Wednesday, November 21, 2007. We will only be processing one check run to accommodate for the Thanksgiving holiday. All check requests turned in after November 19, 2007 will be processed on Wednesday, November 28, 2007. Please keep these dates in mind as you porcess your check requests .

Tribute to Pearl Cheng – She will be missed.

Pearl Cheng announced that effective October 31, 2007, she will retire as the Director of Finance/Administration and Treasurer of ASC. Pearl's commitment to ASC began in 1987 and she has dedicated her time to ASC by taking on numerous finance and administrative roles throughout her career. In 1993, she was appointed the Director of Finance and Administration, and Treasurer. In Pearl's 20 years with ASC, she oversaw

the financing and acquisition of the College Park Building, built the ASC investment portfolio to over \$5 million, and was instrumental in establishing the CSUF Housing Authority Corporation, while continuously maintaining low administrative costs. In addition, during her tenure with ASC, and under her supervision, the assets of ASC grew upto \$60 million at June 30, 2007. Pearl has served the ASC with passion and outstanding commitment.

On behalf of the entire accounting staff, we thank Pearl for her accomplishments, contributions, and leadership. She will be missed.



Contact List

call for	Title	Name	Phone
Policies and investments	Director of Administration and Finance	Frank Mumford	714-278-4102
Policies and Procedures; new accounts, accounting and tax issues	Controller	Tariq Marji	714-278-4140
Sponsored Programs Proposal Budget Review, Oversight of Post Award Administration	Grants and Contract Acting Director	Tanya Thompson	714-278-4113
Human Resources/Payroll issues	Human Resources Manager	Pat Simms	714-278-4116
MIS issue web report access	MIS Director	Omar Iftikhar	714-278-4128
Admin fee calculation; account changes; bookstore accounting; month-end closing	Senior Accountant	Raul Castaneda	714-278-4142
Sales and use tax issues; food service accounting issues; unit rust activities.	Staff Accountant	Sharon Ting	717-278-4105
Accounts receivable; request for invoice; and collection.	Account Receivable Specialist	Smruti Shah	714-278-4148
Bank charges; credit card charges; and deposits and withdrawal reports	Accounts Payable Supervisor	Judy Goberdhan	714-278-4154
Deposits; and cash receipts	ASC Corporate office Cashier	Sharlene Spicer	714-278-4156
Check request; purchase orders; travel and advances for grants & contracts.	Accounts Payable Specialist - Grants & Contracts	Le Lam	714-278-4112
Check request; purchase orders; travel; advances and IDT for campus programs and general fund.	Accounts Payable Specialist -Gen.	Susie Ng	714-278-4145
University / Bookstore accounts payable.	Accounts Payable Specialist Bookstore	Monica Castro	714-278-4143

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