Cabrillo College

Business Office Guide

a living document
Introduction


Information does not always stay the same, whether it’s the mileage reimbursement rate or the list of categorical projects, and the Guide is designed with this dynamic model in mind.

The Business Office Guide will be maintained with current information. As changes occur, relevant sections will be updated. Each section is independent. You will be able to print either the entire document or any page that you choose. In the future, you will always be able to tell if you have the most current version by looking at the date on your printed copy and comparing it to the date on the digital master. Additionally, there is a page in the Guide dedicated to listing the latest updates and additions.

How To Use the Guide on Screen

There are two panes on the screen. The left-hand pane contains navigational bookmarks that will link you directly to the material, displaying it in the right-hand pane. You can drag the pane divider back and forth to adjust the view to your liking.

Your cursor will appear as either an open hand (right pane) or a pointing-finger hand (left pane). With an open hand, you can hold the mouse button down and drag the page up and down on the screen. When the hand displays a pointing finger, it means that you are over a clickable link.

Parent bookmarks have a triangle in front of them. If the triangle points to the parent bookmark, there are subcategory child bookmarks hidden underneath. If the triangle points downward, it means that the children are all spilled out and visible. Click on the triangle to toggle back and forth.

Once you see the bookmark you want, click on it, and the corresponding material will appear in the right-hand pane. You can also scroll freely through the document or use the slider bars.
How to Print  There are several options.

The Table of Contents lists which pages to print for each topic. You can also look at the bottom of the right-hand pane for the number of the page currently displayed.

To print the entire Guide
• Click File>Print to bring up the Print Dialog box. Select All Pages, then click OK.

To print a page
• Identify the page number you wish to print (consult the Table of Contents). Click File>Print to bring up the Print Dialog box. Select Pages From and enter the page number in both the boxes. Then click OK.

• To print the page currently displayed: Click File>Print to bring up the Print Dialog box. Select Current Page, then click OK.

To print a range of pages
• Identify the page numbers you wish to print (consult the Table of Contents). Click File>Print to bring up the Print Dialog box. Select Pages From and enter the beginning and ending page numbers in the boxes. Then click OK.

Note: The Guide as a whole is not paginated, because of its ever-changing nature. No page numbers will appear on the printed copy.

Questions?
If you have questions about the information in the Guide, or if you need help getting started, you can e-mail “revaldiv” and someone in the Business Office will respond as quickly as possible.
Latest Additions & Revisions

Check here to see what’s been updated lately and what new sections have been added.

- Goodbye to Business Office Accountant, Shelley West, who will be leaving Cabrillo on April 30, 2015. We will miss you! 5-1-15

- Also effective January 1, 2015, the mileage rate for reimbursement will be 57.5 cents per mile. Please make the correction to any Conference Attendance Request forms or Mileage Reimbursement forms that may still have the old rate (56 cents). 12-23-14

- Effective January 1, 2014, the mileage rate for reimbursement will be 56 cents per mile. The Mileage Reimbursement form has been updated. The Conference Attendance Request form will be updated in January, 2014. 12-18-13

- Effective July 1, 2013 the Business Office will no longer be providing paper forms. All Business Office forms are available online at the Business Office website or on the campus P drive. For printing timecards, colored cardstock paper is available through the warehouse. 7-1-13

- Congratulations to Senior Accounting Specialist, Teresa Rayray, who retired as of January 31, 2013!

- Effective January 1, 2013, the sales tax rate is 8.25% for Aptos (Cabrillo). Please use this rate when having items shipped to Cabrillo. For sales tax rates in other cities in Santa Cruz County see http://www.boe.ca.gov/cgi-bin/rates.cgi?LETTER=S&LIST=COUNTY

Also effective January 1, 2013, the mileage rate for reimbursement will be 56.5 cents per mile. Please make the correction to any Conference Attendance Request forms or Mileage Reimbursement forms that may still have the old rate (55.5 cents). 1-07-13

- Business Office forms will be transitioning to paperless. Beginning July 1, 2013 all Business Office forms will be available only online at the Business Office website or on the campus P drive. 9-17-12

- Effective May 3, 2012, Michael Robins became the new Director of Purchasing, replacing Interim Serena Muindi. Congratulations and welcome Michael! 7-11-12

- In order to facilitate mail service and for the information of other departments and divisions aware: Effective October 24, 2011, the Business Office will be picking up (and dropping off) mail at the upper campus mailroom only once daily at approximately 11:15 p.m. 10-24-11
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What’s the difference between a purchase requisition and a purchase order?

A purchase requisition is an internal form that our vendors never see. A purchase requisition can be used to request a purchase order that is processed by Purchasing in the Warehouse. Purchase requisitions for purchase orders under $5,000 should be submitted directly to Purchasing. Purchase requisitions for purchase orders $5,000 and over, as well as all check requests, are submitted to The Business Office.

A purchase order is an official document issued to the vendor by the College’s Purchasing Department. Please see the “About Purchasing” section in the Business Office Guide.

Please refer to the “Requisition Visuals” section of the Business Office Guide for box-map illustrations of the Purchasing / Accounts Payable process flow.

Paperwork

All of the following information refers to paperwork that is correctly filled out, with required backup attached, all of the required signatures, the expenditure fully funded, and otherwise complete in all regards. The lack of any requirement will cause delay in processing. Holidays, fiscal-year deadlines, and Purchasing/Business Office staffing situations could also temporarily affect processing.

If the vendor is a new vendor to Cabrillo, a Vendor Information Form should be filled out and attached to the requisition. This will expedite processing. The VIF can be located on the Business Office website in the “Forms” section or it can be printed from this section of the Business Office Guide. The vendor fills out either the top section as a sole proprietor or the bottom section as one of the other categories. All fields in the appropriate section are required. This includes social security number for sole proprietors who also have EINs. Cabrillo staff can fill out the form for the vendor over the phone.

Purchase Orders

Purchase orders are processed on an ongoing basis. Purchasing issues the purchase order usually within 24 hours after receipt of the purchase requisition. The P.O. is mailed (faxed upon request) to the vendor and the yellow copy of the P.R. is returned to the requestor with the P.O. number written at the bottom.
Payment Requests
Checks (warrants) are issued once weekly. The term “check run” refers to each week’s group of checks that are printed, signed, and disbursed. There are separate check runs for Trust & Agency (ancillary) funds.

Payments for the General Fund, Child Development Fund, and Building Fund are processed by the Accounts Payable department in the 2600 Building. These payments include budget numbers that begin with 1x, 3x, and 4x. Payments for Trust & Agency (Ancillary) funds are processed by the Senior Accounting Specialist at the Trust & Agency desk in 2600. These are budget numbers that begin with 7x.

Accounts Payable / Trust & Agency Deadlines
The deadline for receipt of all paperwork in the Business Office for the following week’s checks is FRIDAY. “In the Business Office” means physically in the 2600 Building, not in the mailroom. Paperwork sent to the mailroom should be sorted into the Business Office box by 11:00 a.m. for delivery to the 2600 Building the same day.

Note: Paperwork received after the Friday deadline COULD be included in the next check run, if workload permits.

Check Run Schedules

Accounts Payable (1x, 3x, 4x)
Checks are printed each Thursday and go out in the mail on Friday. Checks marked by the requestor to be held for pickup are available in the Business Office on Friday afternoon.

Holidays, fiscal-year deadlines, staffing situations, coordination with the County, or printing problems could occasionally cause a delay or a change in schedule.

Trust & Agency (7x)
Checks are printed each Tuesday and go out in the mail on Wednesday, or, upon request, are sent to the College Bank for pickup. Checks marked by the requestor to be held for pickup are available in the Business Office on Wednesday afternoon.

Holidays, fiscal-year deadlines, staffing situations, or printing problems could occasionally cause a delay or a change in schedule.

Example timelines are on the following page.
### Example timelines

<table>
<thead>
<tr>
<th>Check request received</th>
<th>Included in check run</th>
<th>Disbursed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund 1x, 3x, 4x</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Day</th>
<th>Included</th>
<th>Disbursed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>Following Thursday (6 days later)</td>
<td>Following Friday (7 days later)</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Thursday of following week (8 days later)</td>
<td>Friday of following week (9 days later)</td>
</tr>
<tr>
<td>Monday</td>
<td>Thursday of following week (10 days later)</td>
<td>Friday of following week (11 days later)</td>
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For mailed checks, time should be allowed after disbursement for delivery by the U.S. Mail.

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<th>Disbursed</th>
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<tr>
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<tr>
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<th>Disbursed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>Following Tuesday (4 days later)</td>
<td>Following Wednesday (5 days later)</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Tuesday of following week (6 days later)</td>
<td>Wednesday of following week (7 days later)</td>
</tr>
<tr>
<td>Monday</td>
<td>Tuesday of following week (8 days later)</td>
<td>Wednesday of following week (9 days later)</td>
</tr>
</tbody>
</table>

For mailed checks, time should be allowed after disbursement for delivery by the U.S. Mail.
# NEW VENDOR INFORMATION

ALL FIELDS IN THE APPROPRIATE SECTION ARE REQUIRED

PLEASE PRINT

<table>
<thead>
<tr>
<th>Individual / Sole Proprietor</th>
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<tbody>
<tr>
<td>Full Name of Individual</td>
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<td>Street Address</td>
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<tr>
<td>City, State, Zip</td>
<td></td>
</tr>
<tr>
<td>Remit address (if different)</td>
<td></td>
</tr>
<tr>
<td>City, State, Zip</td>
<td></td>
</tr>
<tr>
<td>Telephone Number</td>
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</table>

<table>
<thead>
<tr>
<th>Partnership</th>
<th>Corporation</th>
<th>Other</th>
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</thead>
<tbody>
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<td></td>
<td></td>
</tr>
<tr>
<td>Employee I.D. # (EIN)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City, State, Zip</td>
<td></td>
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</tr>
<tr>
<td>Remit address (if different)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City, State, Zip</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone Number</td>
<td></td>
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</tr>
</tbody>
</table>

Signature ___________________________ Date ____________

BSO rev. June 2013
Current Contract/Bid Limits

Effective January 1, 2014

**Professional Service Contract within One Fiscal Year (7/01-6/30)**

- Contracts for Professional Services that exceed $84,100 must be approved in advance by Cabrillo College Governing Board before work can begin.
  Per Public Contract Code 20651

**Equipment Purchases**

- Equipment, Materials and Supply purchases that exceed $84,100 must go out for bid.
  Per Public Contract Code 20651

**Construction Projects, Public Contract Code**

- Informal Bid Limit is from $45,000 to $175,000 (Prequalified Only)
  *Cabrillo practice is to go to Informal Bid at $40,000 to $175,000.*
- Formal Bid Limit is for Projects greater than $175,000.
- Any contract that exceeds $25,000 must have a Performance Bond and Payment Bond
  - Payment Bond is statutory
  - Performance Bond is determined by Board
Accounts payable is the last step in the purchasing process — goods or services purchased for the College have been received in satisfactory condition and the vendor is paid from College funds.

Accounts payable also processes reimbursements to College faculty and staff for purchases made on behalf of the College. However, this practice is not encouraged. Instead, College purchase orders should be requested via purchase requisitions. Staff members who circumvent the purchase-order process always risk non-reimbursement of their personal funds.

The main thing to remember when thinking about accounts payable is that everything possible should be done to expedite the processing of payments. Specific, prompt, and precise following of procedures will go a long way in contributing to an efficient payment process.

Some important Accounts Payable information is presented on the following pages.
Accounts Payable About Receiving

Accounts Payable cannot pay a bill without written confirmation of receipt of goods or services.

Proper receiving notification consists of an original receipt, packing slip, or invoice with the correct PO number written on it, plus “Received” and “OK to Pay” and the signature of the authorized person on the PO.

If your purchase order number begins with a B (Blanket PO), send your receiving to the Business Office. If your PO number begins with a P, send it to Purchasing.

Just remember:: B=BusOff, P=Purch.

Without notification, bills are held up for at least one to two weeks. Multiple phone calls on the part of A/P staff are necessary to straighten things out, and in the meantime vendors are unpaid and relations can become strained. To keep good relations with our vendors and to help the A/P staff perform their function with efficiency, remember to send notification as soon your items are received!
The Accounts Payable team manages an incredible pile of papers to produce 200 to 300 checks each week for our vendors and staff. Meticulous attention to detail is followed in order to remain in compliance with audit requirements and federal and state law. Supporting the blanket POs is a challenge unto itself. There are currently about 800 on campus!

When an unmarked invoice is sent to A/P, how are they to know which BPO to use? Correct receiving notification consists of an original receipt, packing slip, or invoice with the BPO number written on it, plus “Received” and “OK to Pay” and an authorized signature.

Avoid payment delay and follow-up on the part of the A/P staff by including all of these ingredients.

It is possible to augment or decrease existing blanket purchase orders. Authorized staff can submit a BPO Change Request Form which is located on the Purchasing website and/or the Business Office website under “Forms.” Include the BPO number, the budget number for the additional funding, and the dollar amount of the increase or decrease and submit to the Purchasing Dept.
Accounts Payable About Sales and Use Tax

Did you know that you must include tax for all purchases of goods or merchandise, whether the vendor is charging tax or not?

If sales tax is not charged on a purchase of goods, then the same amount must by law be paid to the state as “use tax.”

This applies to all purchases of goods, including those made over the Internet or from other states.

So remember to calculate and add tax to all of your purchase requisitions for goods. Shipping is not taxed, so calculate the tax on the amount before adding shipping charges.
Accounts Payable Where’s the Payment?

When checking on the status of a payment, referring vendors directly to Accounts Payable usually results in a lengthy and unfruitful conversation. Until approved paperwork arrives in A/P, the staff there will have no knowledge of a requested payment for services or for goods received with no purchase order.

In the case where goods are received from a purchase order, any hold-ups are usually the result of the lack of receiving notification. If a vendor contacts you seeking payment against a purchase order, please check that the goods have been received and that receiving notification has been sent. (Notify Purchasing when goods are received against a regular PO, and notify A/P when goods are received against a blanket PO.)

In the case of a service provider inquiring about payment, hold-ups are usually the result of paperwork not yet having reached the Accounts Payable department. Please refer to the section called “About Incomplete Paperwork” on the following page.

So, when vendors call, instead of referring them to the A/P staff, please track payment requests from the starting point forward. Check with all required signers first. Use available Datatel resources to check on the status of a payment. If all else fails, please do call A/P yourself for assistance. Your previous knowledge of the payment request will help locate the paperwork or identify the problem much more quickly.
Accounts Payable About Incomplete Paperwork

Every day the Business Office receives paperwork that is not fully filled out. Often it is lacking such simple things as a budget number or a signature. This results in delay of processing and extra effort on the part of Business Office staff.

In order to avoid the dreaded “Business Office Kickback,” please observe the following simple and helpful rules of thumb:

- Any form that will result in money spent must have a budget number on it. That budget number must have enough uncommitted funds to cover the expense. If you are initiating such a form, signing such a form, or assisting someone who signs such a form, you should be checking to make sure that a budget number is assigned, it is the right number, and there are sufficient funds.

- If the correct budget number has insufficient funds, then an authorized budget transfer must be submitted concurrently to fund the expenditure. Check the FROM number on the BT to make sure it will cover the transfer. Attach the two pieces of paperwork together.

- Any form that will result in money spent must have two appropriate original signatures. Your area may have special requirements over and above this rule. Familiarize yourself with any special requirements in your area and make sure that all the right signatures are procured before the form reaches the Business Office.

- Payments against existing POs and BPOs have already been approved. Send appropriate receiving information as described in the “About Receiving” section.

Thank you for making sure that forms are fully and correctly filled out before they reach the Business Office!
Cabrillo College is a state-funded community college. As is the case with most community colleges, we have limited funds available for supplies, equipment, and services, and we have an obligation to the taxpayers supporting us to spend our money wisely and within the budget constraints given.

The Cabrillo purchasing system operates as a collaboration between the Business Office and the Purchasing Department. The goals of the purchasing system are:

- To provide assistance in identifying the best sources for supplies, materials, and services in a timely manner at the best possible value to the College.

- To ensure that expenditures are accounted for properly as dictated by state, local, and College Board requirements.

- To ensure that the assets of the College are properly protected through contractual agreements with vendors and suppliers.

- To provide a mechanism for tracking purchases for reference, follow-up, asset tracking, and warranty/policy administration.

Each College purchase should be covered by a purchase order. The purchase order is a legally binding agreement between the College and a vendor that the vendor will supply an item or service as detailed at a specified price and the College will guarantee that funds have been allocated to cover the cost of the purchase. Without a purchase order, there is no assurance of getting the item or service specified or getting it at the price specified. Without a purchase order, it is difficult or impossible to track purchases for future reference (warranty, benchmarking for future buys, and so on), and it is extremely difficult to expedite or track orders. Without a purchase order, there is no guarantee that appropriate funding is available.

The purchase-order process begins with the requesting department initiating a Purchase Requisition. This form, which is available online, is filled out by the requestor. It needs to be detailed enough so that the vendor has no doubt as to what is being ordered – include catalog number, manufacturer part number, detailed description, etc.

The requestor then needs to route the requisition for approval signatures through the division or applicable approval authority. The requestor or the division office needs to assign an account number that is consistent with the budget categories as set up by the College and/or the Chancellor’s Office. The division office also needs to make sure that the budget category being used has sufficient funds available to cover the cost of the purchase. If funds are insufficient, the division office needs to fill out a budget transfer form to move funds into the proper budget category for this purchase — attach the budget transfer to the purchase requisition to help expedite the process. If multiple budget numbers are used, the necessary approval authority for each budget account needs to sign the purchase requisition. Also, when using multiple budget numbers, it is necessary to show the breakdown by cost percentage as well as by dollar amount. Alternatively, assign a specific budget number to each line item.

Any backup that can be attached to the requisition to help clarify to the vendor what is being ordered should be attached to the purchase requisition. Requisitions for magazine subscriptions, consultant services, or contracts should have backup accompanying the requisition.
Purchase Requisitions for purchase orders and blanket purchase under $5,000 should be submitted directly to Purchasing. Purchase requisitions for purchase orders and blanket purchase orders $5,000 and over are submitted to the Business Office. After fiscal auditing, these requisitions are forwarded to Purchasing.

As a rule, all goods ordered should be shipped to the Cabrillo Warehouse so that they can be checked in properly and received on the Datatel system. If items are delivered directly to the department, the department needs to sign the receiving paperwork, reference the purchase-order number, and approve for payment. This paperwork needs to be sent promptly to the Purchasing Department (for regular purchase orders) or Accounts Payable in the Business Office (for blanket purchase orders). Failure to do this can lead to serious consequences for the College.

Please refer to the Requisition Visuals section for box-map illustrations of the purchasing process.
Sample purchase requisition forms can also be seen in the Forms section.

Notes:

Delays in issuing purchase orders occur when information on the purchase requisition is illegible or incomplete, appropriate signatures are lacking, budget numbers are incorrect, or funds are insufficient in designated budget accounts. All these areas must be complete and accurate for the requisition to be processed. Incomplete purchase requisitions may need to be returned to the requestor and then resubmitted.

Obtaining a “rush” or “walk-through” PO or PO number cannot be guaranteed, as it is subject to the availability of staff. If a purchase order needs to be processed on a “rush” basis, this should be noted on the requisition so as to alert Business Services and/or Purchasing staff to expedite the processing if possible. To “walk through” a purchase order request, begin by contacting Michael Robins or Gale Stevens in Purchasing.

Purchasing Deadlines

Each spring, fiscal year-end deadlines apply that enable departments and divisions to actually receive and charge out goods and services by June 30 (this must be done in order to use funds from the current fiscal year). These deadlines also enable the Business Office to close the books and prepare the following fiscal year’s budget in time for the College to receive spending authority from the Governing Board and the State.

Key Contacts

<table>
<thead>
<tr>
<th>Purchasing</th>
<th>Business Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Robins</td>
<td>Lori Amato</td>
</tr>
<tr>
<td>Director</td>
<td>Fiscal Analyst (Internal Audit)</td>
</tr>
<tr>
<td>Gale Stevens</td>
<td>Terri Evans</td>
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<td>Buyer</td>
<td></td>
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<tr>
<td>Therese Doherty</td>
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<td>Purchasing Specialist</td>
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</table>

Purchasing Web Page: [http://www.cabrillo.edu/internal/purchasing/index.html](http://www.cabrillo.edu/internal/purchasing/index.html)

Links to the Purchasing staff, information on preferred vendors, recommended products and equipment, the current Revolving Stores stock list, ordering tips for commonly used office supplies, and more.

10-11-13
Accounts Receivable

Business Office
Guide
About Accounts Receivable

What’s the difference between accounts payable and accounts receivable?

Accounts payable—the College owes money.
Accounts receivable—money is owed to the College.

When money is owed to the College and a bill or invoice needs to be sent in order to collect this money, then a receivable needs to be set up in the Business Office.

Another situation that requires a receivable is when money within the College needs to change hands but this cannot be done by journal entry (as when the funds are in different checking accounts).

On the next page you will find the Accounts Receivable Setup Request Form. To initiate the process, fill it out and send it to the Accounts Receivable desk in the Business Office.

3-2-05
Cabrillo College
Accounts Receivable
Setup Request

Requestor: _______________________
Dept: _______________________
Phone Ext: _______________________

Mail invoice to address below
Return invoice to requestor

Signature:________________________

Billing Information:

Name of Agency: __________________________________________
Agency I. D. #: __________________________________________
To Attention: __________________________________________
Address: __________________________________________

________________________________________
Description: _____________________________________________________
______________________________________________________________________
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______________________________________________________________________

A/R Type:______________________________________________________________
Amount:______________ Budget No:_______________________________________

Please attach backup if available.

7.30.09
Benefit Calculation Guidelines
For Calculating Estimated Salary Benefit Amounts

The worksheets that follow are for use in calculating an estimate of what the benefits for a given position will cost in addition to the salary for that position.

Be sure to pay close attention to the fine print—if the position in question is less than 100% and/or less than 12 months assignment, then the benefit package amount must be appropriately prorated.

Be sure to fill in the appropriate PCN number. The Datatel Position Number is also needed and can be obtained from Personnel.

The "cafeteria package" is for contract positions only.

Following the worksheets is an additional page that shows how the benefits-calculation percentages are arrived at. This is for your information only.

9-20-01
## BENEFIT PERCENTAGE BREAKDOWNS

### CERTIFICATED  
Contract and Adjunct:

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>STRS</td>
<td>8.88%</td>
</tr>
<tr>
<td>UI</td>
<td>0.0500%</td>
</tr>
<tr>
<td>Work Comp</td>
<td>1.6132%</td>
</tr>
<tr>
<td>Medicare</td>
<td>1.4500%</td>
</tr>
</tbody>
</table>

**TOTAL:** 11.9932%

### CLASSIFIED

<table>
<thead>
<tr>
<th>Class Type</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management: Part-Time Hourly Non-Student or &lt;6 Unit Student:</td>
<td></td>
</tr>
<tr>
<td>PERS</td>
<td>*rates vary (see below) 11.7710</td>
</tr>
<tr>
<td>UI</td>
<td>0.0500 0.0500</td>
</tr>
<tr>
<td>Work Comp</td>
<td>1.6132 1.6132</td>
</tr>
<tr>
<td>MEDICARE</td>
<td>1.4500 1.4500</td>
</tr>
</tbody>
</table>

**TOTAL:** 21.0842%

*Contact assigned Fiscal Analyst in the Business Office for rates

### STUDENTS (6 Units or More, 523100, 524100)

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Comp</td>
<td>1.6132%</td>
</tr>
</tbody>
</table>

**TOTAL:** 1.6132%

### MEDICAL STIPEND

For regular contract only, add amount for medical stipend:

- $10,095 -- 1 person
- $19,345 -- 2 people
- $27,090 -- family
- $18,844 -- unfilled
### Fund/Subfund

Fund number designates General Fund, Building Fund, ECE Fund, or other funds. The State-required subfund is used to track Community Education and externally funded programs within the General Fund.

### Location

Currently, Always “0”

In the future, will be used to track financial activity for Aptos, Watsonville, San Lorenzo, and possible additional locations.

### Cost Center

Distinguishes departments/divisions and some locations.

### Activity/Top Code

Used to categorize expenditures by instructional discipline, instructional support, and administrative services.

### Object/Expense

Used to identify nature of expenditure or income. First digit is the GL identifier; next two digits are prescribed by the State. Remaining numbers are used to track budgets and expense at a detailed level.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>511XX</td>
<td>Instructional Salaries, Regular Salary Schedule</td>
<td>513XX</td>
<td>Instructional Salaries, Nonregular Schedule</td>
</tr>
<tr>
<td>512XX</td>
<td>Noninstructional Salaries, Regular Salary Schedule</td>
<td>514XX</td>
<td>Noninstructional Salaries, Nonregular Schedule</td>
</tr>
</tbody>
</table>

### Project

Used for tracking specific sources of funding for externally funded programs and locations as applicable. GF base is “000.”

7/7/2006
<table>
<thead>
<tr>
<th>Fund / Subfund</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>General Fund Unrestricted</td>
</tr>
<tr>
<td>12</td>
<td>General Fund Restricted</td>
</tr>
<tr>
<td>13</td>
<td>General Fund District Match</td>
</tr>
<tr>
<td>14</td>
<td>General Fund Carry-Over</td>
</tr>
<tr>
<td>15</td>
<td>General Fund Community Ed</td>
</tr>
<tr>
<td>17</td>
<td>General Fund One-Time</td>
</tr>
<tr>
<td>18</td>
<td>General Fund Categorical Back-Fill</td>
</tr>
<tr>
<td>19</td>
<td>General Fund Categorical Chargebacks</td>
</tr>
<tr>
<td>22</td>
<td>Debt Service Fund</td>
</tr>
<tr>
<td>23</td>
<td>Retiree Benefit Fund</td>
</tr>
<tr>
<td>33</td>
<td>Child Development Fund</td>
</tr>
<tr>
<td>41</td>
<td>Building Fund Parking Lot</td>
</tr>
<tr>
<td>42</td>
<td>Building Fund COPS</td>
</tr>
<tr>
<td>43</td>
<td>Building Fund Unrestricted</td>
</tr>
<tr>
<td>44</td>
<td>Building Fund Restricted</td>
</tr>
<tr>
<td>46</td>
<td>Building Fund</td>
</tr>
<tr>
<td>47</td>
<td>General Oblig. Bond 2004 Measure D, Series B</td>
</tr>
<tr>
<td>48</td>
<td>General Oblig. Bond 1998 Measure C</td>
</tr>
<tr>
<td>49</td>
<td>General Oblig. Bond 2004 Measure D, Series A</td>
</tr>
<tr>
<td>51</td>
<td>Bookstore Fund</td>
</tr>
<tr>
<td>52</td>
<td>Food Services Fund</td>
</tr>
<tr>
<td>59</td>
<td>Other Enterprise Fund – Duplications</td>
</tr>
<tr>
<td>71</td>
<td>ASCC Fund (Associated Students of Cabrillo College)</td>
</tr>
<tr>
<td>72</td>
<td>Student Representation Fund</td>
</tr>
<tr>
<td>73</td>
<td>Student Center Fee Fund</td>
</tr>
<tr>
<td>74</td>
<td>Financial Aid Trust Fund</td>
</tr>
<tr>
<td>75</td>
<td>Scholarship &amp; Loan</td>
</tr>
<tr>
<td>79</td>
<td>Trust &amp; Agency</td>
</tr>
</tbody>
</table>
About Budget Transfers & Journal Entries

What’s the difference between a budget transfer and a journal entry?

What the heck is a journal entry? I used to keep a diary—that’s what I think of as a journal entry.

If these are familiar questions, read on to find out what a journal entry means in accounting terms and what it will mean to you henceforth when managing your budget, as well as the difference between a journal entry and a budget transfer.

**Budget Transfers**

A budget transfer moves available funds from budget number to budget number. It occurs before expenditure, in anticipation of spending needs.

If you need to purchase supplies, but the budget amount in your supply account number is exhausted, then you must transfer some budget into the supply number from another number. This is before you buy the supplies.

Please see below for general rules and guidelines about transferring budget at Cabrillo.

Cabrillo’s budget is set in whole dollars, so budget transfers can only be done in whole dollar amounts. Round off your amounts to the nearest dollar for budget transfers.

Notes on filling out the Budget Transfer form follow this section, as well as a sample form.

**Budget Transfer Guidelines**

Contractual commitments within the unrestricted base budget may not be budget-transferred. Examples are regular contract salaries and benefits for certificated and classified employees and budgets for maintenance-service contracts and utilities. Exceptions are salary savings for vacant positions where funding is needed to temporarily cover the cost of a replacement through the hiring phase, or categorically funded projects where the Director has received permission from the granting agency to make a budget modification.

All other operational account numbers within the unrestricted base budget are considered discretionary, and budget may be transferred from one operational number to another as needed (i.e. from supplies to student hourly, repairs, equipment, rental, etc). If the budget number does not currently exist, the request itself will serve as authorization to open the number. It is necessary to note, however, that each categorically funded project has individual restrictions and guidelines pertinent to each project. This information can be found in the appropriate award documentation.

Once a budget transfer is determined allowable (either within a project or the base), departments and divisions may transfer to one another as long as the transfer maintains the integrity of source of funding. For example, if a department has one-time funding that needs to be transferred to another department, the fund number and project number (if any) will need to remain consistent.

If FROM 11-0-xxxx-xxxx-xxxxxx-000 then must be TO 11-0-xxxx-xxxx-xxxxxx-000
If FROM 17-0-xxxx-xxxx-xxxxxx-000 then must be TO 17-0-xxxx-xxxx-xxxxxx-000
If FROM 12-0-xxxx-xxxx-xxxxxx-213 then must be TO 12-0-xxxx-xxxx-xxxxxx-213
Journal Entries

In accounting/bookkeeping parlance, a journal entry is another name for “reclassification of income or expenditure.” You can see why we use the shorter term.

A journal entry is an adjustment that is made after actual expenditure or income has been posted to an account. It can be used to move expenditure or income to an appropriate budget number, or it can correct a budget number error that occurred when the expenditure was charged or the deposit was credited.

Backup is required for all journal entries. Attach copies to the journal entry form of paperwork clearly showing the expense or income you are moving and why the transaction is necessary. Usually, a Datatel printout of the account from where you are moving expenditure or income is enough.

Since expenditures and income have dollars and cents, journal entries can and should be done in exact amounts that include dollars and cents.

Notes on filling out the Journal Entry form follow this section, as well as a sample form.

Rev. 2/24/10
Notes on filling out the Budget Transfer Form

Budget transfers and journal entries share a common form, but the two transactions are mutually exclusive—in other words, check one box or the other. You cannot submit both a budget transfer and a journal entry on the same form.

For more information on what budget transfers and journal entries are, and what the difference is, see the About Budget Transfers & Journal Entries section.

Cabrillo’s budget is set in whole dollars, so budget transfers can only be done in whole dollar amounts. Round off your amounts to the nearest dollar for budget transfers.

It is very important that you fill out the budget transfer form in a legible fashion. After fiscal auditing, the form is then used for data entry into the Datatel system and filed as a permanent record of the transaction request. Take the time to print neatly, and do not use the form as a worksheet. If you end up with a lot of crossing out or scribbling, it is better to start over. This will facilitate correct posting.

The left-hand column is the “TO” column. This is where you write the budget number of the account that you would like to transfer money into. The right-hand column is the “FROM” column. This is where you write the budget number of the account that you are moving the money out of.

Below the budget number, in the comment section, print a brief comment that will help you read your budget status report later on. Only 28 characters will print per budget number, so stay concise and do not write across columns. This comment field is available for us to data-enter for you. It is not for restating the expense code. That description will automatically show on your reports.

The comment field is optional; if left blank, then “REALLOCATION” will be entered.

The “AMOUNT” column is for designating the whole-dollar amount that you are moving.

➢ Use of Ditto Marks:

A certain amount of ditto marks in budget numbers works fine. But when there are too many, the preparation becomes scrappy and difficult to track, both for fiscal auditing and for data entry. Rule of thumb: don’t use ditto marks to the extent that you have to look back to more than one other line.

A very good use of ditto marks is when the number is exactly the same as the one above, from beginning to end. This will save data-entry time.

The optional “NOTES” area at the bottom of the form can be used to write a more extensive explanation for your component head or for the fiscal auditor of why this transaction is necessary. What is written here will not be entered into Datatel.

The section in the lower right-hand corner is for Business Office use only. After the transaction has been entered into Datatel, the yellow copy of the form is returned to the requestor. If necessary to contact the Business Office with questions about the transaction, refer to the Datatel-assigned BT (BU) number that will be written here.

7/1/2000
### Requestor/Project Coordinator

**SIGNED**

_________ _________________
Requestor/Project Coordinator Date

**SIGNED**

_________ _________________
Budget Officer signature Date

**SIGNED**

_________ _________________
Administrative Approval (Budget Officer) Date

#### Rev. 2-24-10

---

**NOTES:**

_____________________________________________________________________________________

________________________________________________________________________________________

---

The comment is a required data-entry field. Fill in a comment of 28 characters or less that will help you and others understand your budget status reports and provide the easiest audit trail possible.

Be as specific as space allows so that less manual look up of hard copies will be required at a later time. Hard copies are kept for a limited time only, but Datatel entries last indefinitely.

Whole dollars only for budget transfers.
Notes on filling out the Journal Entry Form

Budget transfers and journal entries share a common form, but the two transactions are mutually exclusive—in other words, check one box or the other. You cannot submit both a budget transfer and a journal entry on the same form.

For more information on what budget transfers and journal entries are, and what the difference is, see “About Budget Transfers & Journal Entries” in the Budget section.

For journal entries, it is necessary to attach backup showing why it is more appropriate for the charges or income to be posted to a different account. Attach copies to the journal entry form of paperwork showing clearly where the expenditure or income was posted and why the budget number used was incorrect when the original transaction occurred.

It is important to maintain the integrity of the expenditure. For example, if you are moving conference expense to another funding source, the conference object number needs to remain consistent. The only exception is if the original entry was posted incorrectly. If there are no available funds in the TO account then a Budget Transfer must also be submitted to cover the expense.

If FROM xx-0-xxxx-xxxx-552200-xxx then must be TO xx-0-xxxx-xxxx-552200-xxx
If FROM xx-0-xxxx-xxxx-523100-xxx then must be TO xx-0-xxxx-xxxx-523100-xxx
If FROM xx-0-xxxx-xxxx-521100-xxx then must be TO xx-0-xxxx-xxxx-521100-xxx

It is very important that you fill out the journal entry form in a legible fashion. After fiscal auditing, the form is then used for data entry into the Datatel system and filed as a permanent record of the transaction request. Take the time to print neatly, and do not use the form as a worksheet. If you end up with a lot of crossing out or scribbling, it is better to start over. This will facilitate correct posting.

The left-hand column is the “TO/DEBIT” column. This is where you write the budget number of the account that you would like to move the expenditure into. The right-hand column is the “FROM/CREDIT” column. This is where you write the budget number of the account that you are moving the expenditure out of. **Please note that when moving income (not an expense) that the “TO/DEBIT” and “FROM/CREDIT” are reversed since revenue is a credit.

Below the budget number, in the comment section, enter a brief comment that will help you and others understand the budget status report at a later time. Only 28 characters will print per budget number, so stay concise and do not write across columns. This comment is a required field for data entry and can be used as an audit trail so try to be as specific as possible to limit manual look up of hard copies later.

The “AMOUNT” column is for designating the exact amount that you are moving.
Use of Ditto Marks:

A certain amount of ditto marks in budget numbers works fine. But when there are too many, the preparation becomes scrappy and difficult to track, both for fiscal auditing and for data entry. Rule of thumb: don’t use dittos to the extent that you have to look back to more than one other line.

A very good use of ditto marks is when the number is exactly the same as the one above, from beginning to end. This will save data-entry time.

The optional “NOTES” area at the bottom of the form can be used to write a more extensive explanation for your component head or for the fiscal auditor of why this transaction is necessary. What is written here will not be entered into Datatel.

The section in the lower right-hand corner is for Business Office use only. After the transaction has been entered into Datatel, the yellow copy of the form, if submitted in duplicate, is returned to the requestor. If necessary to contact the Business Office with questions about the transaction, refer to the Datatel-assigned JE number.

Rev. 2-24-2010
See “About Budget Transfers & Journal Entries” to find out what the difference is.

☐ Move Available Funds
(BUDGET TRANSFER)

☐ Move Expenditure or Income
(JOURNAL ENTRY)

REQUESTOR: ___________________________
DATE: _________________________________

DEPT/DIV: ___________________________
PHONE: _______________________________

COMMENT IS FOR DATA ENTRY.
LIMIT OF 28 CHARACTERS PER COLUMN; DO NOT WRITE ACROSS COLUMNS.

<table>
<thead>
<tr>
<th>TO/DEBIT:</th>
<th>FROM/CREDIT:</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUDGET NUMBER:</td>
<td>XX-X-XXXX-X000-XXXXX-XXXXXX-XXX</td>
<td>XX-X-XXXX-X000-XXXXX-XXXXXX-XXX</td>
</tr>
<tr>
<td>Comment:</td>
<td>Fr Fd 11 Palace V340857</td>
<td>To #816</td>
</tr>
</tbody>
</table>

The comment is a required data-entry field. Fill in a comment of 28 characters or less that will help you and others understand your budget status reports and provide the easiest audit trail possible.

Be as specific as space allows so that less manual look up of hard copies will be required at a later time. Hard copies are kept for a limited time only, but Datatel entries last indefinitely.

NOTES: _______________________________________________________________________________________
____________________________________________________________________________________________

SIGNED _____________________________________ _____________ This area for Bus Off use only.

SIGNED __________________________
Requestor/Project Coordinator
Date

SIGNED __________________________
Budget Officer signature
Date

SIGNED __________________________
Administrative Approval (Budget Officer)
Date

This area for Bus Off use only.
BT/JE# __________________
Date: _____________________
By: ______________________

Rev. 2-24-10
### Datatel General-Ledger Transaction Codes

<table>
<thead>
<tr>
<th>Category</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable</td>
<td>CD</td>
<td>Cash Disbursement</td>
</tr>
<tr>
<td></td>
<td>PJ</td>
<td>Payable Journal</td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>IV</td>
<td>Invoice</td>
</tr>
<tr>
<td>Cash Receipts</td>
<td>CR</td>
<td>Cash Receipts</td>
</tr>
<tr>
<td>General Ledger</td>
<td>AB</td>
<td>Adjusting Budget Entry</td>
</tr>
<tr>
<td></td>
<td>OB</td>
<td>Opening Budget Entry</td>
</tr>
<tr>
<td></td>
<td>BC</td>
<td>Budget Contingency</td>
</tr>
<tr>
<td></td>
<td>BU</td>
<td>Budget Transfer</td>
</tr>
<tr>
<td></td>
<td>AA</td>
<td>Opening Balance Entry</td>
</tr>
<tr>
<td></td>
<td>AE</td>
<td>Opening Encumbrance</td>
</tr>
<tr>
<td></td>
<td>YE</td>
<td>Year-End Closing</td>
</tr>
<tr>
<td></td>
<td>JE</td>
<td>Journal Entry</td>
</tr>
<tr>
<td>Payroll</td>
<td>PR</td>
<td>Payroll</td>
</tr>
<tr>
<td>Purchasing</td>
<td>EP</td>
<td>Encumbrance Entry</td>
</tr>
</tbody>
</table>
Carryover Guidelines (3 pages)

Fund 11—GENERAL FUND

Supply Accounts (543100 & 545100)
After the closing of the fiscal-year books, usually in late August, a supply carryover analysis is performed to determine any remaining eligible balance of supply funds in these two object codes.

Amounts budget-transferred by the department into these supply accounts during the fiscal year are not eligible for carryover, unless they are restoring budget that was previously transferred out. The first step in the analysis is to net BTs in and BTs out. If the net is a negative amount, that amount is subtracted from the opening balance, along with the expenditures. If the net is a positive amount, it is not added.

After the analysis, any remaining eligible balance is placed in the equivalent account in Fund 14 in the new fiscal year. Please refer to Fund 14 guidelines for deadlines on spending carried-over funds.

The supply account carryover process does not require permission and will be performed by Business Office staff as soon as possible.

CCFT Negotiated Faculty Conference Accounts
After the closing of the fiscal-year books, an analysis of these accounts is performed to determine any remaining eligible balance of funds. The process is the same as for “Supply Accounts” above.

Student Fee/Clearing Accounts (5439XX)
These accounts do not have opening balances or budgets. They are to be used exclusively for specific materials for students, with costs reimbursed by student payments. It is the responsibility of the departments to follow the rules and regulations for these accounts. Both positive and negative balances at year-end are absorbed by the general fund and do not carry over.

Criminal Justice In-Service Agency Funds
These accounts include project 000 as a holding account as well as individual accounts with separate project numbers. The funding belongs to the agencies. Any ending balances at the end of the year are automatically rolled over to Fund 14 to continue support of the program.

Match Funds
A few accounts in Fund 11 are set up as General Fund match in support of categorical projects, and are identified with a specific project number. An example is State Instructional Equipment match funding. These accounts carry over ending balances in Fund 14 as required.
**Fund 12—RESTRICTED SUBFUND**
Carryover is regulated by individual grant agreement. Each categorical is analyzed individually. A project that has approved extension terms of agreement will carry over automatically and no request is needed.

**Fund 14—Carryover Fund**
The purpose of this fund is to keep carryover monies separate from ongoing base budget. These funds are set up under a variety of scenarios. Generally, the accounts in Fund 14 are set up to receive monies carried over from the prior fiscal year. Fund 14 monies should be completely expended each year. Exceptions are noted below.

Carryover amounts (outside of midyear cuts) are subject to V.P. Admin. review.

**EXCEPTIONS**
Some approved accounts in Fund 14 are set up to support a specific program. Examples are Sesnon House, Horticulture, Cabrillo Stage, Dental Hygiene, Math’s mediated software account, and CCFT negotiated conference accounts. These accounts have a history of carrying over ending balances to support the program for the following year.

Some accounts in Fund 14 are set up as General Fund match in support of categorical projects, and are identified with a specific project number. An example is State Instructional Equipment match funding. These accounts have a history of carrying over ending balances to continue to support institutional needs.

Criminal Justice In-Service Agency Funds:
These accounts include project 000 as a holding account as well as individual accounts with separate project numbers. The funding belongs to the agencies. Any ending balances at the end of the year are automatically rolled over to Fund 14 to continue support of the program.

**Fund 17—One-Time Subfund**
Historically, one-time funds have carried over.

Carryover amounts (outside of midyear cuts) are subject to V.P. Admin. review.

**EXCEPTIONS**
Criminal Justice In-Service Agency Funds include project 000 as a holding account as well as individual accounts with separate project numbers. The funding belongs to the agencies. Any ending balances at the end of the year are automatically rolled over to Fund 14 to continue support of the program.
Fund 7X—Trust & Agency, Ancillaries
These accounts do not post budgets in Datatel. They carry over cash balances only.

   EXCEPTION: President’s Hospitality is posted in Datatel and will carry over.

SPECIAL REQUESTS FOR CARRYOVER

Generally, a special request for carryover must be initiated by the administrator. The request must be submitted to the component vice president, in writing or via e-mail. The request should include the budget number, the estimated amount, and the reason for needing the carryover.

The component vice president should forward requests to the Vice President, Administrative Services, with a cc to the Director, Business Services.
Categorical Projects

Business Office
Guide
<table>
<thead>
<tr>
<th>Name</th>
<th>Project No.</th>
<th>BSO Contact</th>
<th>Project Director</th>
<th>Project Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>14-15 District SIE</td>
<td>513</td>
<td>TE</td>
<td>various</td>
<td>K. Welch</td>
</tr>
<tr>
<td>A&amp;R Rush Transcripts</td>
<td>101 (FU 14)</td>
<td>TE</td>
<td>E. Greene</td>
<td>T. Bolton</td>
</tr>
<tr>
<td>ACCESS</td>
<td>134, 138</td>
<td>TE</td>
<td>P. D’Arcey</td>
<td>W. Garner</td>
</tr>
<tr>
<td>AHEC</td>
<td>337, 358</td>
<td>TE</td>
<td>Cindy Fitzgerald</td>
<td>Ian Haslam</td>
</tr>
<tr>
<td>AMATYC</td>
<td>230</td>
<td>TE</td>
<td>W. Garner</td>
<td>W. Garner</td>
</tr>
<tr>
<td>BACCC – CTE (Bay Area Comm Coll. Consortium)</td>
<td>859, 864</td>
<td>TE</td>
<td>K. Doherty</td>
<td>R. Pfotenhauer</td>
</tr>
<tr>
<td>BAWFC</td>
<td>858</td>
<td>TE</td>
<td>R. Pfotenhauer</td>
<td>R. Pfotenhauer</td>
</tr>
<tr>
<td>BEC SN In Region</td>
<td>395</td>
<td>GM</td>
<td>T. Thomae</td>
<td>Laurel Jones</td>
</tr>
<tr>
<td>CA DOE Linked Learning</td>
<td>874</td>
<td>TE</td>
<td>L. Jones</td>
<td>Laurel Jones</td>
</tr>
<tr>
<td>CARE</td>
<td>125</td>
<td>TE</td>
<td>Veronica Leon</td>
<td>K. Reyes/Margery R. R.</td>
</tr>
<tr>
<td>Career Ladders – Foster Youth</td>
<td>029</td>
<td>TE</td>
<td>C. LaChance</td>
<td></td>
</tr>
<tr>
<td>CCC- Basic Skills</td>
<td>361-364</td>
<td>TE</td>
<td>T. Mayo</td>
<td>I. O’Connor</td>
</tr>
<tr>
<td>CCF - Baskin - Women’s Studies</td>
<td>035</td>
<td>TE</td>
<td>T. Macedo</td>
<td>I. O’Connor</td>
</tr>
<tr>
<td>CCF – Nursing</td>
<td>057</td>
<td>TE</td>
<td>(contact: Pete Leuck)</td>
<td>I. Haslam</td>
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Business Office Contacts: LA = Lori Amato • TE = Terri Evans • BS = Becky Sulay • GM = Graciano Mendoza

05.14.15
Cabrillo College Board Policy
for
Categorical Project Augmentation

- Dean submits a Board item to the Governing Board, informing them of the project purpose and funding level.
- Dean submits an agreement contract and budget proposal to the V.P. of Business or the Director of Business Services for signature, then forwards to agency for their signature.
- Once contract is signed by both parties (Cabrillo and the granting agency), the Dean prepares the Categorical Project Augmentation Form and submits to the appropriate Business Office contact (see Categorical Projects List) for loading to the financial system.
- Contact person reviews that all of the above steps have been completed. If completed, budget detail is loaded to system and taken to Governing Board as a Budget Augmentation Action Item for Board approval.
- In most cases, grant monies cannot be spent until the approval process is complete and the budget has been loaded to the system. If spending needs to start right away (before the approval process is complete), the V.P. of Instruction or Student Services can file a “Letter of Intent to Award” stating that the component general-fund base budget will cover any expenses incurred if funding is not realized. Upon receiving a completed “Letter of Intent,” the budget can be loaded. This is a rare exception and not a standard practice.
- “Letter of Intent,” if needed, can be found in the Guide. Be sure to print it on Cabrillo letterhead.
- After the budget is loaded and files have been established, project director will be informed of the Business Office contact for the project. Thereafter, please contact the appropriate Business Office contact for all project issues.
- A list of all categorical projects with the appropriate Business Office contact and other information can be found in this section.

Checklist:

- Board item submitted and approved
- Contract & budget proposal signed by Admin. Services V.P. or Business Office Director
- Categorical Project Augmentation Form submitted to Business Office
- Budget loaded
- Confirmation memo issued

7/11/10
Guidelines for Completing Categorical Project Augmentation Forms

- Fill in top part of form completely and legibly.
- Fill in the blanks for each number on the TO side. These are the 20-digit expense budget numbers that are receiving augmentation.
- If this is ongoing categorical funding, use the current-year cost center(s) and project code.
- If this is a new project, please contact the appropriate contact person in the Business Office for number assignment.
- In the AMOUNT column, fill in the dollar allocations for each line item according to the agency-approved budget. Whole dollars only.
- On comment line, fill in project name.
- The “indirect” budget line at the appropriate percentage amount is required unless signed off by the Director of Business Services.
- Total all expense augmentation amounts. This total must equal the total revenue. Post the total revenue amount for the budget number on the FROM side. On the COMMENT line, circle Federal, State, or Local. (The Business Office will assign the appropriate revenue account number.)
- Acquire all appropriate signatures.
- Submit to the Business Office contact.
- Keep a photocopy for your records, if desired.

7/11/05
**Cabrillo College**

**Categorical Project Augmentation**

REQUESTOR: _____________________________  DATE: ________________________________

DEPT: _____________________________  PHONE: ________________________________

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Total Revenue:  FED  STATE  LOCAL

NOTES: _______________________________________________________________________________________
______________________________________________________________________________________________

SIGNED ________________________________________  BT# ________________

Requestor or Project Coordinator

SIGNED ________________________________________  Date ________________

Supervising Administrator or Division Chair

By ____________
To: Business Office/ Budget

FROM: __________________________
      Component Administrator

RE: “Letter of Intent to Award”

PROJECT NAME: __________________________

As of today, __________________________, authorization is granted to
      (Date)

_____________________________________ to commence with spending against the
      (Project Director)

____________________________________________ categorical project in the

amount of $___________________. Should categorical funding for these

expenditures not be realized, all expenses incurred will be recovered from the

Component Base Budget.

Signature: ____________________________      Date: ____________________________
      Component Administrator
The Conference Request and Reimbursement form is a 2-part form. It includes the request and reimbursement on one form.

The Conference Request and Claim for Reimbursement form can be located on the Business Office website under “Forms.”

The audit for appropriate budget number, original receipts, completeness, and/or compliance will be done by the DAS or the designated person.

Completed forms will be maintained by the department, Division Accounting Specialist (DAS), assistant, point person, or recipient until reimbursement is requested.

The Business Office does not log or review any Conference Attendance Requests. (UNLESS an advance is requested - see next line)

The Business Office should receive the second part of the form when an advance for registration, lodging, or air fare is requested. And, when the attendee returns from the conference and a reimbursement is requested.

Receipts are still required with the exception of an advance that was made to the company for registration. If receipts are missing, the attendee must fill out a “Receipts not Available” form and it will be up to the department, DAS, or assistant to make sure that is included and signed by the administrator.

Cabrillo will reimburse the actual cost of meals, including a standard 15% tip. No receipts are required for any meal under $25.00. Receipts for meal costs over $25.00 will be required.

If there is no cost to the District, it is not necessary to complete the form for the Business Office. The attendee must abide by department or division rules for not being at their campus job.

IMPORTANT POINTS

Whenever receipts are required, they must be original receipts. Photocopies are not accepted.

Charges for alcoholic beverages will not be reimbursed.

The reimbursement rate for mileage is based on the current IRS rate.

Memberships cannot be reimbursed through the Conference process. Please use a Purchase Requisition to request a membership. Memberships must be in the name of the College rather than the individual and must have approval prior to payment.

A charge card receipt or copy of a cancelled check by itself does not prove a business expenses without other evidence to show that it was for a business purpose.

More information about the process follows, as well as FAQs and answers.
CONFERENCE FAQs – Frequently Asked Questions

Can I claim alcohol with a meal?
No. Charges for alcohol will not be reimbursed.

In this day and age tips seem a reasonable non-discretionary expense. Can I claim for tips?
Yes. Cabrillo will reimburse a standard 15% tip included as part of the cost of a meal.

What happens if the Conference doesn’t give me a receipt for my registration?
You must be able to substantiate travel expenses. If you initially requested an advance for registration made payable to the conference, upon your return the documentary evidence of attendance is sufficient. If an advance was made payable to you, because you personally paid the registration, then you must include a signed “Receipt not Available” form.

Can I provide a copy of the personal check I wrote for conference expenses as a receipt?
A canceled check, together with a bill from the payee, ordinarily establishes the cost. However, a canceled check by itself does not prove a business expense with out other evidence to show that it pertained to the conference.

I put expenses on my personal credit card. Can I provide Cabrillo with a copy of my credit card statement that reflects those expenses as a receipt?
No. At this time an original receipt or a signed “Receipts not Available” form is needed.

Can I get an advance for estimated mileage and meals?
No. Cabrillo does not allow an advance for these items. Expenses marked by an asterisk on the form may be advanced.

If I originally request conference expenses to be paid out of the conference budget number, and after the fact only mileage is to be reimbursed, must I change the conference budget number to mileage or can I keep the conference budget number on the reimbursement?
Your division or department will decide.

Will faxed copies of hotel or registration expenses be accepted as original receipts?
Yes. Cabrillo will accept faxed copies of these expenses as acceptable receipts.

What happens if I don’t know my Datatel ID number?
It makes the process easier if you fill in your Datatel ID number on the form. If not, the Business Office will cross-reference your SSN and your address to locate the correct Datatel ID number. Make sure your address is up-to-date with Human Resources.

Is a registration form considered a receipt of attending the conference?
No. A registration form serves only as a document that shows intention to attend. It is not a valid receipt. A personal check is not a valid receipt. A credit card charge invoice or statement is not a valid receipt. It is still necessary to get a receipt from the conference. If the conference does not issue receipts, a Cabrillo-signed “Receipts not Available” form must be submitted.

I want to pay the conference registration with a personal credit card and request an advance payable to me. Do I need a receipt for the registration?
Yes.

What is the accepted amount for meals?
Cabrillo will reimburse the actual cost of your meals, including a standard 15% gratuity; however you must keep records and have original receipts for any meal over $25.00.

What about reimbursements for phone calls?
Long-distance phone calls must be proven to be business-related.
Conference Process

To streamline processing, The Business Office has designed a single 2-part form for both conference attendance and reimbursement. While the single form still contains a great deal of information that is currently necessary and relevant for processing conferences, it is hoped by only having one form and six steps the process is greatly streamlined. The Business Office will continue to track any advance for conference activity but otherwise the tracking will be done by the division, department or area.

- Process
  - Attendee learns about a conference they would like to attend.
  - Attendee follows the appropriate process for being away from the job and campus.
  - Attendee completes steps 1 through step 5 of the *new* Conference Request and Claim for Reimbursement form.
  - Appropriate person, DAS, assistant, or point person reviews for completeness, correct budget number, grant travel requirement or guidelines, and initials.
  - Division chair, supervisor, Dean, V.P., President, or signing authority for grant, signs in step 5 approving budget number to be charged.
  - Division, department, or area point person will keep both parts of conference form until reimbursement, unless ADVANCE is requested (see next step).
  - IF ADVANCE is requested, send second part of form to Business Office to process through Accounts Payable.
  - After attending conference, attendee completes step 6 of form and provides original receipts (or signed “Receipts Not Available” form) with request for reimbursement.
  - Appropriate person, DAS, assistant, or point person again reviews for completeness, correct budget number, amount, and verifies compliance of travel requirements or guidelines for any grant being charged. Initial.
  - Send to Business Office.
Conference Attendance Request Form Steps 1 - 5

**BEFORE ATTENDING THE CONFERENCE**, the applicant must complete Step 1 through 5 of the conference form.

**Step 1**
All lines of information requested are important. Name is self explanatory, department and extension will help if there is a need for the Business Office to call you. Datatel number or social security number is required to help locate you as the correct record in Datatel and for A/P to process a check. Home Address will also help link the correct Datatel record number for you and the correct address to mail a check. Name of the Conference, location and dates again are self explanatory.

**Step 2**
Estimate your expenses based on the information known regarding the Conference you wish to attend. Total all expenses and record as Total Estimated Costs.

**Step 3**
To request an advance is optional. Advances are granted for the estimated expenses that are marked by an asterisk on the form – registration, lodging, and airfare. Mileage and meals are not advance items. Please note when requesting an advance indicate “payable to” and include a copy of the registration form that shows the cost and address to mail payment. Enter advance amount (if any) and subtract to attain the Net Amount Due to you.

**Step 4**
Identifying funding sources will help track funds that are being spent for conferences.

**Step 5**
The participant needs to sign the form. The DAS or appropriate person will fill in the budget number(s) to be charged and the amount. When assigning the budget numbers please indicate if there is a limit or special control. The appropriate signing authority for the budget number or grant needs to sign their approval.

Submit a copy to the Business Office ONLY IF REQUESTING AN ADVANCE. Checks are issued on a weekly basis through Accounts Payable.

**AFTER ATTENDING THE CONFERENCE**

**Step 6**
The applicant completes Step 6 with actual expenses, after returning from the previously approved conference. An advance made payable to the agency or company offering the conference is an advance that needs to be shown on the participant’s reimbursement form.

If reimbursements for the conference end up being mileage only, and a mileage reimbursement form is now filled out, make sure the person tracking conferences for your area is aware.
TO AVOID DELAYS

- Conference Request and Claim for Reimbursement form must be complete – accurate budget number, appropriate signatures, and original receipts or a signed “Receipts not Available” form attached.

- Appropriate signatures are required.

- If applying for Staff Development funds the form should be sent to:
  - CCEU Staff Development funds

  Because these funds have an approval process that may not be timely for any Conference advance requested, please make sure the Business Office receives a copy so that we can get it processed through Accounts Payable.

- The forms must be completed with:
  - Full payroll name.
  - Datatel vendor number.
  - Social Security or Home address.
  - Mail or Hold check.
  - Address to mail an advance payment amount.
  - Appropriate signatures for budget or grant.
  - Original receipts or “Receipt not Available” form where required.
CABRILLO COLLEGE CONFERENCE REQUEST AND CLAIM FOR REIMBURSEMENT

Fill in pertinent information
Name ____________________________  Dept _______________________  Ext._________
Datatel # __________________ SS# _______________________
Home Address _______________________________________________________________________________
Name of Conference __________________________________________________________________________
Location _____________________________________________________Dates __________________________

Estimate Expenses (Expenses marked with asterisk may be advanced.)

A. Registration Fee* ........................................................................................................... $ 
B. Lodging* ......................................................................................................................... $ 
C. Transportation:
   Airfare* ......................................................................................................................... $ 
   Mileage ___________________ # of miles @ current IRS rate. ................. $ 
D. Meals .......................................................................................................................... $ 
E. Other (be specific) ........................................................................................................ $ 

Total Estimated Costs............................................................. $ 

OPTIONAL Request an Advance*  
Please indicate name and address of payee and include back-up.
Payable to:_____________________________________ Amount $___________ Needed by __________ □ Mail Check
Address:______________________________________________________________________________ □ Hold Check
Payable to:_____________________________________ Amount $___________ Needed by __________ □ Mail Check
Address:______________________________________________________________________________ □ Hold Check

Identify Funding Source(s)
□ Faculty Stipend □ SEIU Staff Development Funds
□ Department or Division (specify name) ________________ □ Other (specify) ________________

Sign this form and obtain appropriate signature(s)
Participant's Signature ______________________________________________________
Approved by ______________________________________________________________

Budget Charge 1: _________________________________________________ Amount: $_________________
Approved by: _____________________________________________________ Date: ____________________

Budget Charge 2: _________________________________________________ Amount: $_________________
Approved by: _____________________________________________________ Date: ____________________

CLAIM FOR REIMBURSEMENT - ACTUAL EXPENSES

Registration Fees (Original Receipts Required) ................................................................. $ 
Lodging (Original Receipts Required) ............................................................................... $ 
Transportation:
   Airfare (Original Receipts Required) ........................................................................... $ 
   Total Miles ___________________ @ IRS current rate. ................................................. $ 

Meals (Original Receipts Required for any meal over $25.00)
Date | Breakfast | Lunch | Dinner | Total Meals ....................... $ 

Other Expenses: $ ___________________

Total Amount Claimed $__________________
Less ADVANCE $__________________
NET AMOUNT DUE $__________________
Duplications

Business Office Guide
Copyright Fair-Use

I. Single copying for teachers
A single copy may be made of any of the following by or for a teacher at his/ her individual request for his/ her scholarly research or use in teaching or preparation to teach a class.

A. A chapter from a book.
B. An article from a periodical or newspaper
C. A short story, short essay or short poem, whether or not from a collective work
D. A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper

II. Multiple copies for classroom use
Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:

A. The copying meets the tests of brevity and spontaneity as defined below; AND
B. Meets the cumulative effect test as defined below; AND
C. Each copy includes a notice of copyright

DEFINITIONS

Brevity

1. Poetry*

   a. A complete poem is less than 250 words and if printed on not more than two pages or,
   b. From a longer poem, an excerpt of not more than 250 words

2. Prose*

   a. Either a complete article, story, or essay of less than 2,500 words, or
   b. An excerpt from any prose work of not more than 1,000 words or 10% of the work whichever is less, but in any event a minimum of 500 words.

*Each of the numerical limits stated in "1" and "2" above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.

3. Illustration

   a. One chart, graph, diagram, drawing, cartoon, or picture per book or per periodical issue

4. Special works

   a. Certain works in poetry, prose, or in "poetic prose" which often combine language with illustrations and which are intended for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph "2" above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found
in the text thereof, may be reproduced.

**Spontaneity**

1. The copying is at the instance and inspiration of the individual teacher, AND
2. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission

**Cumulative Effect**

1. The copying of the material is for only one course in the school in which the copies are made
2. Not more than one poem, article, essay, or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term*
3. There shall not be more than nine instances of such multiple copying for one course during one class term* * The limitations stated in "2" and "3" above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.

**III. Prohibitions as to I and II above**

Notwithstanding any of the above, the following shall be prohibited:

A. Copying shall not be used to create or to replace or substitute for anthologies, compilations, or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or reproduced and used separately

B. There shall be no copying of or from works intended to be "consumable" in the course of study or of teaching. These include: workbooks, exercises, standardized tests, test booklets, answer sheets, and like consumable material

C. Copying shall not:

1. Substitute for the purchase of books, publishers' reprints, or periodicals
2. Be directed by higher authority
3. Be repeated with respect to the same item by the same teacher from term to term

D. No charge shall be made to the student beyond the actual cost of the photocopying

*by the Ad Hoc Committee on Copyright Law Revision, Agreed March 19, 1976*
Duplications Policies and Guidelines

Duplication’s Personnel: Jeanine Creek, Rudy Luna
Telephone: ext. 6488
E-mail: duplications@cabrillo.edu
Location: Room 1005 (Mailroom)

Duplication Request Forms

- Please fill out and submit a Duplications Request form on ALL requests. Request Forms are available in the mailroom, or online. Jobs submitted without request forms will be returned. Jobs over 25 pages are considered READERS. Please see the Reader section for more details.
- Be sure that you fill in all necessary information on the request form, (i.e., section number, name, due date, delivery location, paper stock, quantity and finishing instructions). If an instruction is not indicated, I WILL assume that the duty is not required.
- Please do not put "As Soon As Possible" for the due date. Try to be as specific as possible, even to the time of day required.
- Completed request forms may be placed into the Duplications mailbox in the staff lounge, or submitted directly to Duplications online at duplications@cabrillo.com.
- Depending upon your indication on the request form, your work will be delivered to the in Duplications in the staff lounge.
- To keep your work under tighter control, please pick up completed work in Duplications (mailroom).
- A completion notice will be attached to your order.

Readers

- Readers are jobs consisting of 25 pages or more. All reader requests must be accompanied by a Duplications Request Form, available in Duplications or online (see above).
- Charges will be made for readers that are not sold through the campus Bookstore. It is necessary to write a budget number onto the work order. The request will not be processed until a budget number is provided.
- Charges will be made for obsolete copies of readers returned from the Bookstore.
- Copyrighted material WILL NOT be duplicated for sale without written authorization from the copyright holder. Please refer to the Copyright Fair Use section.
- Readers need to be submitted by (if deadline falls on a holiday or weekend, the deadline will be the following working day):
  - December 1st for the Spring Semester (This may change due to the 4-1-4 calendar)
  - May 1st for the Summer Session
  - June 1st for the Fall Semester
Carbonless Requests

For Carbonless Requests (NCR) please fill out the usual Duplication Request form and mark the box as to how many part carbonless you would like. Choices of carbonless: 2-part (white/yellow), 3-part (white/yellow/pink), and 4-part (white/yellow/pink/goldenrod).

Policies

- Material must be copy ready BEFORE it arrives in our office. If there is any prep work to be done, it should be done before you submit the work. Work that is not copy ready will be returned to the originator.
- Do not ask Duplications staff to make individual single copies for you. There is a copier in the staff lounge for your use.
- Work can be completed in 8 ½ x 11 (various colors), 8 ½ x 14 (white only), or 11 x 17 formats (white only).
- Work submitted from copyrighted books, magazines and newspapers MUST meet the fair use copyright laws. Work not meeting the law will be returned to the originator. Please see Section II, items A, B and C of the attached federal copyright guidelines.
- If you have met the fair-use criteria, please make a copy from your book or magazine and submit the copy, NOT the book or magazine. Be sure to include the Notice of Copyright near the front of the publication.
- Requests of 25 pages or more are considered readers. See the Readers section for more information.

Time Line

- There is a 48-hour lead-time for standard work requests (i.e., handouts, tests, articles, etc.) Please call Duplications for large or special requests and we will calculate a time line.
- During peak times (beginning and end of each semester) there is a 1-week lead-time.
- Please see the section on Readers for reader submission deadlines.

Hints to improve the quality of your work

- Never use pencil or colored ink--they won’t show up! If it has to be written or drawn, use black ink.
- Originals should be on white 20 lb. paper for best quality copies.
- Leave at least 1/4” margin around your text.
- Paginate, paginate, paginate. If the copier eats your original and scrambles the order of the pages, at least there is a chance of getting them back in order.
- DON’T re-run copied documents through another thermal process printer/machine – it could pollute your printer/machine. Our copier’s toner/ink melts when run through other heat process equipment.

For more information please visit the Duplications website at:  
http://www.cabrillo.edu/internal/duplications/index.html
Business Office Forms ONLINE
(on the Business Office Website)

- Effective July 1, 2013, the Business Office no longer provides paper forms.

- Business Office forms are available on the Business Office website at http://www.cabrillo.edu/internal/businessoffice/.

- Pay-period-specific Temp Hourly Timecards can be printed locally from the Business Office Website (Payroll Forms link). Please check the Payroll section of the Guide for information on how to print these timecards for your use. Blue, white and salmon cardstock for printing the timecards is available through Revolving Stores at the Warehouse.

- The following are Business Office & Payroll forms:

<table>
<thead>
<tr>
<th>Authorization for Payment</th>
<th>Absence Reports - Classified/Confidential</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Transfer / Journal Entry Form</td>
<td>Absence Reports - Faculty</td>
</tr>
<tr>
<td>Check Request Form</td>
<td>California Withholding (DE-4)</td>
</tr>
<tr>
<td>Conference Attendance &amp; Reimbursement</td>
<td>Federal Withholding (W-4)</td>
</tr>
<tr>
<td>Employee Reimbursement Form</td>
<td>Classified Employee Request for Vacation Pay</td>
</tr>
<tr>
<td>Employee Mileage Reimbursement Form</td>
<td>Direct Deposit Form (EFT)</td>
</tr>
<tr>
<td>Receipts Not Available</td>
<td>Employee Contract Calendars</td>
</tr>
<tr>
<td>New Vendor Information Form</td>
<td>Timecard - Temp Hourly Employees (Blue)</td>
</tr>
<tr>
<td>Invoice Request Form</td>
<td>Timecard - Classified Hourly (Lavender)</td>
</tr>
<tr>
<td></td>
<td>Timecard - Substitute (Salmon)</td>
</tr>
</tbody>
</table>

** Until further notice, the only two hard copy forms provided by the Business Office are the Overtime Request form and the half-sheet Overtime timecard.

07-15-13
See Sample Forms for help in filling out each form.

I want to order some stuff from a vendor.
Purchase Requisition (for Regular Purchase Order)
  ▶ Please refer to About Purchasing and the Requisition Visuals for illustrations of how the purchasing process works.

I want to set up a sort of an account with a vendor.
Purchase Requisition (for Blanket Purchase Order)
  ▶ Please refer to About Purchasing and the Requisition Visuals for illustrations of how the purchasing process works.

I need a PO or just a PO number is okay.
Purchase Requisition.
  ▶ Please refer to About Purchasing and the Requisition Visuals for illustrations of how the purchasing process works.

I need a rush/walk-through/emergency PO.
Purchase Requisition
  ▶ Obtaining a PO or a PO number on a rush basis cannot be guaranteed, as it is subject to the availability of staff.
  ▶ Begin by contacting the Purchasing Department to find out if there is staff available to generate a PO.
  ▶ Prepare a Purchase Requisition in the usual manner, completely filled out and with all required information and signatures.
  ▶ Bring the completed Purchase Requisition to the Purchasing department.
  ▶ Requests for purchase orders $5,000 and over require fiscal auditing by Business Office staff, an additional stop on the walk-through.
  ▶ Planning ahead for your purchasing needs is the best solution.

A vendor needs to be paid for something. We didn’t get a PO first (sorry).
Purchase Requisition
  ▶ Attach the invoice to the completed Purchase Requisition form.
  ▶ Refer to the materials in the Purchasing section of the Guide for information about policies and procedures for your future purchasing.
I want to order something from Cabrillo’s Revolving Stores.

Revolving Stores Order Form

- Please refer to the Requisition Visuals section for an illustration of how Revolving Stores requisitioning works.

I work here and I need to get reimbursed for something I bought with my own money.

Reimbursement Claim for Faculty and Staff

- College purchases should go through the Purchase Order process. The reimbursement process requires prior approval of your supervising administrator. Also, reimbursement is limited to $200 unless prior approval is obtained from Business Services Director.

I don’t have a receipt for what I bought.

Receipts Are Not Available Form

- Staple this half-sheet to your Reimbursement Claim Form. Not for routine use.

I moved and I need to change my address.

Personnel/Payroll Changes

- Obtain this form from Personnel and return it to Personnel.
- Personnel will change your address in Datatel, and will work with Payroll to change it in the payroll system.

I need to get someone (a person) paid for services rendered.

Authorization For Payment For Services

- For outside service providers (non-employees) who are hired to work through completion of special projects, a contract between Cabrillo College and the service provider is needed. These contracts are reviewed on the behalf of the College by the Director, Business Services. Contact the Director’s assistant at x6251 for a copy of the contract.
- For outside service providers (non-employees) who are working on an hourly basis “as needed,” a contract is generally not necessary.

I need to get a company paid for services rendered.

Purchase Requisition

- The Authorization For Payment Form is only for individuals, not for companies.

I’m going to a conference.

Conference Attendance Request Form

- If there is no cost to the District, it is not necessary to complete the form for the Business Office. The attendee must abide by department or division rules for not being at their campus job.

I’m going to a conference and there’s a registration fee that needs to be paid in advance.

Conference Request & Claim for Reimbursement Form

- Please refer to the Conference section for complete information on the process and the form.
I’m going to a conference and need an advance.
Conference Request & Claim for Reimbursement Form
  ▸ Make sure you allow enough time in advance of the conference. We only cut checks once a week.
  ▸ Please refer to the Conference section (pages 51-56) for complete information on the process and the form.

I went to a conference and had associated expenses that I need to get reimbursed for.
Conference Request & Claim for Reimbursement Form (yellow copy)
  ▸ Please refer to the Conference section for complete information on the process and the form.

I went to a conference and the advance wasn’t enough. I had additional expenses.
Conference Request & Claim for Reimbursement Form (yellow copy)
  ▸ Please refer to the Conference section for complete information on the process and the form.

I had mileage expenses in association with the conference I went to.
Conference Request & Claim for Reimbursement Form (yellow copy)
  ▸ Please refer to the Conference section for complete information on the process and the form.

I need to get reimbursed for mileage. It wasn’t for a conference.
Mileage Claim

I can see that I’m going to have to work some overtime.
Overtime Request Form
  ▸ Classified/Confidential staff can’t work any overtime unless it’s approved in advance via the Overtime Request Form, signed by the supervising administrator.
  ▸ The range of dates on the Overtime Request Form must match the range of dates on the corresponding Overtime Card. Attach the two forms and submit to Payroll according to paperwork submission deadlines.

I’ve gotten my overtime approved in advance using the Overtime Request Form signed by my supervising administrator. Now how do I record the overtime?
Overtime Card
  ▸ Classified/Confidential staff can’t work any overtime unless it’s approved in advance via the Overtime Request Form, signed by the supervising administrator.
  ▸ The range of dates on the Overtime Request Form has to match the range of dates on the corresponding Overtime Card. Attach the two forms and submit to Payroll according to paperwork submission deadlines.

One of my budget numbers is overdrawn or out of money. I’ve got some extra money in a different budget number that I’d like to use.
Budget Transfer—Use the Budget Transfer/Journal Entry Form
  ▸ There are some basic rules and regulations and some helpful information regarding budget transfers in the Budget section.
  ▸ There are some notes on how to fill out the form as well as a sample form in the Forms section.
We had an expense that got charged to the wrong budget number.

Journal Entry—Use the Budget Transfer/Journal Entry Form
- There is some helpful information regarding journal entries in the Budget section.
- There are some notes on how to fill out the form as well as a sample form in the Forms section.

We had some income but it got credited to the wrong budget number.
- Journal Entry—Use the Budget Transfer/Journal Entry Form There is some helpful information regarding journal entries in the Budget section.
- There are some notes on how to fill out the form as well as a sample form in the Budget section.

4-12-09
About the Sample Forms

In this section you will find many of the most commonly used Business Office forms with text overlays that give explanations and hints on how to fill out and use the forms.

- All forms that will result in money being expended require two original signatures. The first is the requestor or project coordinator’s. The second is the appropriate administrator, manager, or division dean.

- If you are using an older version of a form that does not match what you see in the Guide, please be sure to secure all of the appropriate signatures according to the above guidelines.

Please see Which Form Do I Use? for information on the appropriate form for your transactions.

The samples in the Guide are not usable for your transactions. Please download the forms that are available on the Business Office website.
Authorization for Payment for Services

This form should be filled out and signed by the person performing the service.

<table>
<thead>
<tr>
<th>VENDOR NO.</th>
<th>NAME</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PHONE</th>
<th>SOCIAL SECURITY NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUDGET NUMBER</th>
<th>XX-X-XXXX-XXX-XXXXXXX-XXX</th>
</tr>
</thead>
</table>

Attach Original Invoice for Services Rendered and Professional Services Contract (if applicable)

<table>
<thead>
<tr>
<th>DATE OF SERVICE</th>
<th>DESCRIPTION OF SERVICE</th>
<th># HOURS</th>
<th>RATE OF PAY</th>
<th>TOTAL</th>
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<tr>
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SELF - EXPLANATORY

|                            |                            |         |             |       |
|                            |                            |         |             |       |

|                            |                            |         |             |       |
|                            |                            |         |             |       |

|                            |                            |         |             |       |
|                            |                            |         |             |       |

TOTAL CHECK AMOUNT

CABRILLO EMPLOYEE?  YES  NO  [check one]

If yes, these services will be paid through Cabrillo Payroll.

I certify that the above service has been performed by me and I request payment.

signature of person performing the service

Payee Signature

person at Cabrillo arranging the service

Requester/Project Coordinator  Phone / Ext.

authorizing signature

Administrative Approval (Budget Officer)  Phone / Ext.

Business Office  Use Only  1099  PV#  AMOUNT

Send signed original form with original backup to the Business Office

Please staple backup to form (no paper clips)
### Employee Mileage Reimbursement

**DATE** ________________  **DATATEL I.D. #** ________________

**DEPT/DIV** ________________  **PAYROLL NAME** __________________

**PHONE EXT** ________________  **ADDRESS** __________________

---

**BUDGET NUMBER** ________________  **XX-X-XXXX-XXXX-XXXXXXX-XXX**

---

**Current IRS rate** ________________  **Total for Other Expenses (Attach Original Receipts)** ________________

---

<table>
<thead>
<tr>
<th>DATE</th>
<th>TRAVEL LOCATION</th>
<th>MILEAGE CLAIMED</th>
<th>OTHER EXPENSE (toll, parking)</th>
</tr>
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<tbody>
<tr>
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</tbody>
</table>

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**Current IRS rate** ________________  **X Total Miles** ________________  **$** ________________

**Total for Other Expenses (Attach Original Receipts)** ________________

---

**TOTAL CHECK AMOUNT** ________________

---

I certify that the above is a correct statement of actual mileage traveled in connection with assignments for CABRILLO COLLEGE.

**BOTH SIGNATURES ARE REQUIRED**

**Employee Signature** __________________  **Date** __________________

**Administrative Approval (Budget Officer)** __________________  **Phone / Ext.** __________________  **Date** __________________

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<table>
<thead>
<tr>
<th>Business Office Use Only</th>
<th>PV#</th>
<th>NOTE:</th>
</tr>
</thead>
</table>

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Send signed original form with original backup to the Business Office. Please staple backup to form (no paper clips).

BSO Rev. June 2013
## PURCHASE REQUISITION

**FISCAL YEAR:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division/Dept.</td>
<td>Address</td>
</tr>
<tr>
<td>Requested by</td>
<td></td>
</tr>
<tr>
<td>Phone Ext.</td>
<td></td>
</tr>
<tr>
<td>Whse Deliver to</td>
<td>Vendor No.</td>
</tr>
</tbody>
</table>

### Budget Number

<table>
<thead>
<tr>
<th>$</th>
<th>%</th>
</tr>
</thead>
</table>

### Unit Catalog No.

<table>
<thead>
<tr>
<th>PO#</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Requester/Project Coordinator</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Administrative Approval (Budget Officer)</th>
<th>Phone/Ext</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>V.P. Signature (or Designee)</th>
<th>Phone/Ext</th>
<th>Date</th>
</tr>
</thead>
</table>

**Required if amount is over $5,000**

<table>
<thead>
<tr>
<th>INIT</th>
<th>PO#</th>
<th>PV#</th>
<th>AMOUNT</th>
</tr>
</thead>
</table>

---

**PO to Attn:**

**Special Instructions:**

---

**SIGNATURES REQUIRED FOR APPROVAL:**

<table>
<thead>
<tr>
<th>Requester/Project Coordinator</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Approval (Budget Officer)</td>
<td>Phone/Ext</td>
</tr>
<tr>
<td>V.P. Signature (or Designee)</td>
<td>Phone/Ext</td>
</tr>
</tbody>
</table>

**SUBTOTAL**

**SALES TAX**

**SHIPPING**

**TOTAL**

---

Purchasing rev. June 2013
**CHECK REQUEST**

**DATE**  

___________________________________________  

**VENDOR #**  

___________________________________________  

**REQUESTER**  

___________________________________________  

**VENDOR NAME**  

___________________________________________  

**DEPT/DIV**  

___________________________________________  

**ADDRESS**  

___________________________________________  

**PHONE EXT**  

___________________________________________  

**BUDGET NUMBER**  

___________________________________________  

$__________________  

**BUDGET NUMBER**  

___________________________________________  

$__________________  

**BUDGET NUMBER**  

___________________________________________  

$__________________  

---

**INVOICE #**  

**INV DATE**  

**DESCRIPTION**  

**$ AMOUNT**  

<table>
<thead>
<tr>
<th>INV#</th>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**TOTAL CHECK AMOUNT**  

$__________________  

---

**Special Instructions:**

ATTACH ORIGINAL INVOICES ONLY (NO COPIES/STATEMENTS) AND PROOF OF DELIVERY FOR GOODS/PRODUCTS (I.E. PACKING SLIP)

---

**TWO SIGNATURES REQUIRED FOR APPROVAL**

---

**Requester/Project Coordinator**  

Phone/Ext.  

Date  

**Administrative Approval (Budget Officer)**  

Phone/Ext.  

Date  

---

**Business Office Use Only**  

**PV#**  

**AMOUNT**  

---

Send signed original form with original backup to the Business Office  

Please staple backup to form (no paper clips)
**Pre-Approval required for any expenditure $200 or above**
Attach Original Receipts with Type of Payment clearly shown (no copies) 
and Proof of Delivery required for goods/products (i.e. Packing Slip)

<table>
<thead>
<tr>
<th>ITEMS PURCHASED / PURPOSE</th>
<th>$ AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team travel reimbursements for Athletics Team travel (road trips) – Advances for meals will be at a per diem rate of $3.00 for breakfast, $4.00 for lunch and $5.00 for dinner with no receipt and lodging up to $500. Receipts will be required if more than $500.</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL CHECK AMOUNT** $

☐ Under $30  
  Collect cash at College Bank

☐ Over $30  
  Mail check to home address

TWO SIGNATURES REQUIRED FOR APPROVAL:

<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Approval (Budget Officer)</td>
<td>Phone/Ext</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Office Use Only</th>
<th>PV#</th>
<th>NOTE:</th>
</tr>
</thead>
</table>

Send signed original form with original backup to the Business Office  
Please staple backup to form (no paper clips)
<table>
<thead>
<tr>
<th>STOCK NUMBER</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>ISSUED</th>
<th>DESCRIPTION OF ARTICLE</th>
<th>UNIT COST</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>005</td>
<td>2</td>
<td>pk</td>
<td></td>
<td>Cabrillo return address labels</td>
<td>2.00</td>
<td>4.00</td>
</tr>
<tr>
<td>426</td>
<td>2</td>
<td>ctn</td>
<td></td>
<td>8 ½ X 11 white copy paper</td>
<td>27.65</td>
<td>55.30</td>
</tr>
</tbody>
</table>

LIST ITEMS IN NUMERICAL ORDER

DELIVER TO _________________________________ PHONE EXT _________________________________
ROOM _________________________________ DEPT / DIV _________________________________

BUDGET # _________________________________ AMOUNT _________________________________ (DEBIT)
JE comment = “Rev Stores [date of request]"

BUDGET # _________________________________ AMOUNT _________________________________ (DEBIT)
JE comment = “Rev Stores [date of request]"

SIGNED
Requestor/Project Coordinator _________________________________ Date _________________________________
Administrator/Manager/Division Dean _________________________________ Date _________________________________

Two signatures required

SUBMIT FORM INTACT TO BUSINESS OFFICE

Old forms says this, but submit directly to Purchasing
Blue Temp Hourly Timecards are now located in the “Forms” drop down section of the Business Office webpage, under Payroll.

You may to print pay-period-specific timecards for the temp hourly employees in your office.

Using pay-period-specific timecards presents several advantages. The exact days included in the pay period are printed on the card, as well as the due date. Weekends and holidays are indicated and non-existent days are blocked out. There is also a supervisor signature line for weekend and holiday work.

To print timecards you will need:

- A laser printer
- Blue card stock

Important notes:

- Each and every timecard must be printed (not copied) directly on the card stock.
- Blue cardstock must be used, not plain paper.
- There are two identical timecards per page.

Blue cardstock is available through Cabrillo Revolving Stores. Timecards printed on plain paper will not be accepted by the Payroll Office.
The deadlines for submitting student employment, temporary hourly paperwork, and time cards for the 2014-2015 supplemental payroll are as follows:

<table>
<thead>
<tr>
<th>Work Period</th>
<th><strong>Time Cards Due in Payroll by 5:00 p.m.</strong></th>
<th>Payday</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1 – July 19</td>
<td>July 21</td>
<td>August 8, 2014</td>
</tr>
<tr>
<td>July 20 – August 19</td>
<td>August 20</td>
<td>September 10, 2014</td>
</tr>
<tr>
<td>August 20 – September 19</td>
<td>September 22</td>
<td>October 10, 2014</td>
</tr>
<tr>
<td>September 20 – October 19</td>
<td>October 20</td>
<td>November 7, 2014</td>
</tr>
<tr>
<td>October 20 – November 19</td>
<td>November 20</td>
<td>December 10, 2014</td>
</tr>
<tr>
<td>November 20 – December 19</td>
<td>December 19</td>
<td>January 9, 2015</td>
</tr>
<tr>
<td>January 20 – February 19</td>
<td>February 20</td>
<td>March 10, 2015</td>
</tr>
<tr>
<td>February 20 – March 19</td>
<td>March 20</td>
<td>April 10, 2015</td>
</tr>
<tr>
<td>March 20 – April 19</td>
<td>April 20</td>
<td>May 8, 2015</td>
</tr>
<tr>
<td>April 20 – May 19</td>
<td>May 20</td>
<td>June 10, 2015</td>
</tr>
<tr>
<td>May 20 – June 19</td>
<td>June 22</td>
<td>July 10, 2015</td>
</tr>
<tr>
<td>June 20 – June 30</td>
<td>July 1</td>
<td>August 10, 2015</td>
</tr>
<tr>
<td>July 1 – July 19</td>
<td>July 20</td>
<td>August 10, 2015</td>
</tr>
</tbody>
</table>

**PLEASE NOTE:** Student employment, temporary hourly paperwork, and time cards will be processed according to this calendar. Late paperwork and time cards will NOT be authorized for payroll advances.

* **PAPERWORK IS DUE BY 5:00 P.M. IN HR/STUDENT EMPLOYMENT AT LEAST TEN (10) WORKING DAYS IN ADVANCE OF PROJECTED START DATE OF ASSIGNMENT, PENDING APPROPRIATE CLEARANCE.** Hiring paperwork may include, but is not limited to: Temporary Hourly Employee Form, I-9 information, Social Security Card, and Criminal History/Fingerprint Clearance Report which should be processed prior to first day of work.

**Time cards must be in the Payroll mailbox by 11:00 a.m. or the Payroll Office by 5:00 p.m.**
Cabrillo College

Requisition Visuals

Business Office
Guide
Request For Payment is created. Signatures required. Requests For Payment include Conference Forms, Mileage Forms, Reimbursement Claims, Purchase Requisitions with invoice attached. All Requests For Payment go to Business Office for compliance and fund-availability auditing. Requests for payment are sent straight to A/P after auditing. Voucher is created and vendor is paid. Voucher shows as expense/actual on Datatel.
Regular Purchase Orders

**REQUESTOR**

Purchase Requisition is created. Signatures required.

Regular Purchase Requisitions and Purchase Orders are for specific items or services and cover only those exact items or services.

**BUSINESS OFFICE**

Purchase Reqs for POs $5,000 and over go to Business Office for compliance and fund-availability auditing.

P-Reqs for POs $5,000 and over are sent to Purchasing Department after auditing.

Yellow copy of P-Req is returned to requestor with PO number written on it.

**Purchasing Department**

Purchase reqs for POs under $5,000 go directly to Purchasing.

Purchase Order is generated and mailed to vendor unless otherwise specified.

Purchase amount is encumbered in Datatel.

**REQUESTOR or WAREHOUSE**

CUSTOMER PICKUP: Requestor notifies Purchasing when items on Regular POs are received.

DELIVERY: Warehouse notifies Purchasing when items on regular POs are received.

**Purchasing Department**

Purchasing sends paperwork on "received" p-reqs to A/P

**Accounts Payable**

Voucher is created and vendor is paid.

Encumbered amount becomes expense/actual in Datatel.

7/11/05
BLANKET Purchase Orders

REQUESTOR

Purchase Requisition is created. Signatures required.

A Blanket Purchase Order sets up a $$ amount with a vendor for various unspecified items that can be ordered over a period of time. Include all authorized signers against the Blanket PO.

To increase BPOs, use the BPO change form.

PURCHASING DEPARTMENT

Purchase reqs for BPOs under $5,000 go directly to Purchasing.

Blanket Purchase Order is generated and mailed to vendor unless otherwise specified.

Total $$ amount of BPO is encumbered in Datatel.

BUSINESS OFFICE

Purchase reqs for BPOs $5,000 and over go to Business Office for compliance and fund-availability auditing.

P-reqs for BPOs $5,000 and over are sent to Purchasing Department after auditing.

Yellow copy of P-Req is returned to requestor with BPO number written on it.

ACCOUNTS PAYABLE

Voucher is created and vendor is paid for items received.

Voucher amount is recorded as expense/actual in Datatel & reduces BPO encumbrance.

REQUESTOR

Requestor notifies A/P when items on Blanket POs are received by sending approved, signed invoices directly to A/P. Indicate BPO number on paperwork.

7/11/13
**REQUESTER**
Revolving Stores Supply
Requisition is created
Signatures and budget number required

**PURCHASING**
Requisitions under $5,000 (FU 11) go directly to Purchasing for audit

**WAREHOUSE**
Fills order & delivers to requester.
Sends 'completed' Requisition form to BSO

**BUSINESS OFFICE**
Requisitions $5,000 and over, all Bond, Categorical, Children's Center and Student funds go to BSO for compliance and fund-availability auditing before processing

**BUSINESS OFFICE**
Prepares journal entries for charge-backs to departments

**BUSINESS OFFICE**
Journal entry is audited and loaded to Datatel.
Order amount is charged to requester's budget number

February 6, 2015
Who-Where-What

Business Office Guide
Meet the Staff

Graciano Mendoza
Director

Graciano Mendoza is the overseeing administrator for all of the functions of Cabrillo’s Business Office, including Accounting, Accounts Payable, Accounts Receivable, Budget, Categorical Project Accounting & Reporting, College Bank, Fiscal Auditing, and Payroll.

<table>
<thead>
<tr>
<th>Phone</th>
<th>e-mail</th>
<th>Office Location</th>
<th>Assistant</th>
<th>Campus mail box</th>
</tr>
</thead>
<tbody>
<tr>
<td>479-6279</td>
<td>grmendoza</td>
<td>2600 Building</td>
<td>Rebecca Valdivia x6251</td>
<td>Business Office</td>
</tr>
</tbody>
</table>

Rebecca Valdivia
Confidential Administrative Assistant to the Director

As the Director’s administrative assistant, Rebecca is the one to contact for appointments or follow-up with Graciano. In addition to her duties supporting the Director, Rebecca prepares the College’s annual preliminary and final budget documents. She also produces the monthly Business Office calendar and the year-end deadline calendar that is distributed campus-wide as well as monthly internal deadline calendars for reporting and for Board items.

<table>
<thead>
<tr>
<th>Phone</th>
<th>e-mail</th>
<th>Office Location</th>
<th>Campus mail box</th>
</tr>
</thead>
<tbody>
<tr>
<td>479-6251</td>
<td>revaldiv</td>
<td>2600 Building</td>
<td>Business Office</td>
</tr>
</tbody>
</table>

TBH
Accountant

This is a manager position responsible for fiscal oversight of the Career Education and Economic Development programs, the College Bank and student accounts, reconciliation of building and bond funds, and maintenance of the budget module.

<table>
<thead>
<tr>
<th>Phone</th>
<th>e-mail</th>
<th>Office Location</th>
<th>Campus mail box</th>
</tr>
</thead>
<tbody>
<tr>
<td>477-5645</td>
<td></td>
<td>2600 Building</td>
<td>Business Office</td>
</tr>
</tbody>
</table>

Roy Pirchio
Fiscal Services Manager

Roy is currently the manager responsible for cash flow management and preparation of the Annual 311 Report to the Chancellor’s Office. He is also general supervisor in the Business Office.

<table>
<thead>
<tr>
<th>Phone</th>
<th>e-mail</th>
<th>Office Location</th>
<th>Campus mail box</th>
</tr>
</thead>
<tbody>
<tr>
<td>479-6307</td>
<td>ropirchi</td>
<td>2600 Building</td>
<td>Business Office</td>
</tr>
</tbody>
</table>
TBH
Payroll Services Manager

This position is the manager responsible for the oversight of Payroll. It is also a general supervisor in the Business Office.

<table>
<thead>
<tr>
<th>Phone</th>
<th>e-mail</th>
<th>Office Location</th>
<th>Campus mail box</th>
</tr>
</thead>
<tbody>
<tr>
<td>479-6278</td>
<td></td>
<td>2600 Building</td>
<td>Business Office</td>
</tr>
</tbody>
</table>

Lori Amato
Fiscal Analyst

Lori provides oversight for a variety of the College’s financial involvements, including major construction and repair projects. She also has Business Office responsibilities for many categorical projects.

<table>
<thead>
<tr>
<th>Phone</th>
<th>e-mail</th>
<th>Office Location</th>
<th>Campus mail box</th>
</tr>
</thead>
<tbody>
<tr>
<td>479-6161</td>
<td>loamato</td>
<td>2600 Building</td>
<td>Business Office</td>
</tr>
</tbody>
</table>

Terri Evans
Fiscal Analyst

Terri provides general fund budget support for the Instruction and Student Services components and has Business Office responsibilities for many categorical projects. She is also the assigned contact for the Children’s Center.

<table>
<thead>
<tr>
<th>Phone</th>
<th>e-mail</th>
<th>Office Location</th>
<th>Campus mail box</th>
</tr>
</thead>
<tbody>
<tr>
<td>477-5617</td>
<td>teevans</td>
<td>2600 Building</td>
<td>Business Office</td>
</tr>
</tbody>
</table>

Becky Sulay
Senior Accounting Specialist

Becky fulfills a number of fiscal and accounting responsibilities in the Business Office, including maintaining the PCN file, Financial Aid, Scholarships & Loans, Cafeteria accounting, and miscellaneous budget projects.

<table>
<thead>
<tr>
<th>Phone</th>
<th>e-mail</th>
<th>Office Location</th>
<th>Campus mail box</th>
</tr>
</thead>
<tbody>
<tr>
<td>479-6252</td>
<td>besulay</td>
<td>2600 Building</td>
<td>Business Office</td>
</tr>
</tbody>
</table>
Violette Reeves
Senior Accounting Specialist

Violette’s duties include a number of fiscal and accounting responsibilities in the Business Office, including student and non-student accounts receivable, reconciling clearing accounts and student sponsorship. She also works with public safety and is the college bank liaison.

<table>
<thead>
<tr>
<th>Phone</th>
<th>e-mail</th>
<th>Office Location</th>
<th>Campus mail box</th>
</tr>
</thead>
<tbody>
<tr>
<td>479-6257</td>
<td>vireeves</td>
<td>2600 Building</td>
<td>Business Office</td>
</tr>
</tbody>
</table>

Laureen Osmer
Accounting Specialist

This position oversees Trust & Agency, Stage, and ASCC accounting. It also keeps track of auditing and payments for Cabrillo’s benefits program, ensuring that each employee is receiving medical, dental, life-insurance, and income-protection benefits at the appropriate level. Also makes payments for employee tax shelters and posts retiree payments.

<table>
<thead>
<tr>
<th>Phone</th>
<th>e-mail</th>
<th>Office Location</th>
<th>Campus mail box</th>
</tr>
</thead>
<tbody>
<tr>
<td>479-5740</td>
<td>laosmer</td>
<td>2600 Building</td>
<td>Business Office</td>
</tr>
</tbody>
</table>

Judy McAlpin
Accounting Specialist– Accounts Payable

This is the lead position in Accounts Payable, the area that pays the bills for the General Fund, Building Fund, and Child Development Funds. Judy sorts and matches mountains of invoices and paperwork, processes payment requests, and uses the Datatel system to produce the vouchers that pay Cabrillo’s vendors and reimburse its staff. This position is also responsible for generating 1099s.

<table>
<thead>
<tr>
<th>Phone</th>
<th>e-mail</th>
<th>Office Location</th>
<th>Campus mail box</th>
</tr>
</thead>
<tbody>
<tr>
<td>479-6396</td>
<td>jumcalpi</td>
<td>2600 Building</td>
<td>Business Office</td>
</tr>
</tbody>
</table>

TBH
Accounting Assistant

This position works with the Accounts Payable lead to sort and match invoices and paperwork, chase details, answer telephone inquiries, and use the Datatel system to pay the bills for the General Fund, building Fund, and Child Development Funds. This position also enters budget transfers and journal entries in Datatel.

<table>
<thead>
<tr>
<th>Phone</th>
<th>e-mail</th>
<th>Office Location</th>
<th>Campus mail box</th>
</tr>
</thead>
<tbody>
<tr>
<td>479-5736</td>
<td></td>
<td>2600 Building</td>
<td>Business Office</td>
</tr>
</tbody>
</table>
Nita Manglicmot
Accounting Specialist– College Bank

As lead banker, Nita provides direction for those in the College Bank and is responsible for a variety of reconciliation and account support tasks.

<table>
<thead>
<tr>
<th>Phone</th>
<th>e-mail</th>
<th>Office Location</th>
<th>Campus mail box</th>
</tr>
</thead>
<tbody>
<tr>
<td>479-6376</td>
<td>nimangli</td>
<td>College Bank, 100 Building</td>
<td>College Bank</td>
</tr>
</tbody>
</table>

Becky Ramirez
Accounting Assistant– College Bank

In Cabrillo’s College Bank, Becky provides cashiering services for students and staff. Duties include daily cash reconciliation and deposits for various sources of district revenues.

<table>
<thead>
<tr>
<th>Phone</th>
<th>e-mail</th>
<th>Office Location</th>
<th>Campus mail box</th>
</tr>
</thead>
<tbody>
<tr>
<td>479-6260</td>
<td>beramire</td>
<td>College Bank, 100 Building</td>
<td>College Bank</td>
</tr>
</tbody>
</table>

Janis Brautovic
Accounting Assistant– College Bank

In Cabrillo’s College Bank, Janis provides cashiering services for students and staff. Duties include daily cash reconciliation and deposits for various sources of district revenues.

<table>
<thead>
<tr>
<th>Phone</th>
<th>e-mail</th>
<th>Office Location</th>
<th>Campus mail box</th>
</tr>
</thead>
<tbody>
<tr>
<td>479-6273</td>
<td>jabrauto</td>
<td>College Bank, 100 Building</td>
<td>College Bank</td>
</tr>
</tbody>
</table>

Scott MacDonald
Payroll Technician - Certificated

This position produces the payroll for Cabrillo’s academic teaching staff, handling the details involved in calculating, tracking, and inputting the information needed to produce paychecks for the full- and part-time instructors on campus.

<table>
<thead>
<tr>
<th>Phone</th>
<th>e-mail</th>
<th>Office Location</th>
<th>Campus mail box</th>
</tr>
</thead>
<tbody>
<tr>
<td>479-6386</td>
<td>scmacdon</td>
<td>2600 Building</td>
<td>Payroll</td>
</tr>
</tbody>
</table>
Diana Taylor  
Payroll Technician - Classified

Diana’s duties include calculating, tracking, and inputting the information needed to produce paychecks for the classified/confidential payroll for both regular classified and classified administrators.

<table>
<thead>
<tr>
<th>Phone</th>
<th>e-mail</th>
<th>Office Location</th>
<th>Campus mail box</th>
</tr>
</thead>
<tbody>
<tr>
<td>479-6255</td>
<td>ditaylor</td>
<td>2600 Building</td>
<td>Payroll</td>
</tr>
</tbody>
</table>

Beverly Starling  
Payroll Technology Specialist- Payroll

Beverly’s duties include providing system support related to creating and changing employment positions and benefits; performing technical and detailed work in the preparation, review, audit and processing of payroll and related database records, documents and materials; and providing support to the general accounting and payroll functions in the Business Office.

<table>
<thead>
<tr>
<th>Phone</th>
<th>e-mail</th>
<th>Office Location</th>
<th>Campus mail box</th>
</tr>
</thead>
<tbody>
<tr>
<td>477-3269</td>
<td>bestarli</td>
<td>2600 Building</td>
<td>Business Office</td>
</tr>
</tbody>
</table>

TBH  
Payroll Accounting Specialist-Payroll

This position performs a multitude of support functions to the Payroll department including maintaining employee benefit and leave information in Datatel, auditing timecards and helping to maintain the HR/Payroll records in Datatel.

<table>
<thead>
<tr>
<th>Phone</th>
<th>e-mail</th>
<th>Office Location</th>
<th>Campus mail box</th>
</tr>
</thead>
<tbody>
<tr>
<td>477-5615</td>
<td></td>
<td>2600 Building</td>
<td>Business Office</td>
</tr>
</tbody>
</table>
## Business Office Assistance Directory

<table>
<thead>
<tr>
<th>FUNCTION</th>
<th>WHO TO CONTACT</th>
<th>EXT</th>
<th>E-MAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCOUNTS PAYABLE</td>
<td>Judy McAlpin</td>
<td>479-6396</td>
<td>jumcalpi</td>
</tr>
<tr>
<td>General Fund, Building Fund, Child Dev Fund</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCOUNTS RECEIVABLE</td>
<td>Violette Reeves</td>
<td>479-6257</td>
<td>vireeves</td>
</tr>
<tr>
<td>BENEFITS/PREMIUMS</td>
<td>Roy Pirchio</td>
<td>479-6307</td>
<td>ropirchi</td>
</tr>
<tr>
<td>Note: Enrollment and Policy questions should be directed to the Personnel Department</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BOOKSTORE ACCOUNTING</td>
<td>Laurie Osmer</td>
<td>479-5740</td>
<td>laosmer</td>
</tr>
<tr>
<td>BOOKSTORE MANAGER</td>
<td></td>
<td>479-6209</td>
<td></td>
</tr>
<tr>
<td>BUILDING FUND ACCOUNTING</td>
<td>Lori Amato</td>
<td>479-6161</td>
<td>loamato</td>
</tr>
<tr>
<td>CAFETERIA ACCOUNTING</td>
<td>Becky Sulay</td>
<td>479-6252</td>
<td>besulay</td>
</tr>
<tr>
<td>CATEGORICAL PROJECTS</td>
<td>See Categorical Projects List for individual responsibility</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHILD DEV FUND ACCTG</td>
<td>Terri Evans</td>
<td>477-5617</td>
<td>teevans</td>
</tr>
<tr>
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<td>Student Sponsorships &amp; Refunds</td>
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<td>Student Accounts</td>
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<td>CABRILLO EXT ACCOUNTING</td>
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<td>Rebecca Valdivia</td>
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<td>ASSISTANT to Director</td>
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<tr>
<td>DIRECTOR</td>
<td>Graciano Mendoza</td>
<td>479-6279</td>
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<td>FISCAL DATA ENTRY (BTs/JEs)</td>
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<td>Classified</td>
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<tr>
<td>TRUST &amp; AGENCY ACCTG (Clubs &amp; Ancillary Accounts)</td>
<td>Laureen Osmer</td>
<td>479-5740</td>
<td>laosmer</td>
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5-12-15
# Where to Send General Categories of Stuff

(after it’s completely filled out and has all required signatures)

<table>
<thead>
<tr>
<th>What</th>
<th>Campus Mail Box</th>
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<tbody>
<tr>
<td>Absence Reports</td>
<td>Payroll</td>
</tr>
<tr>
<td>Accounts Payable items</td>
<td>Business Office</td>
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<tr>
<td>Accounts Receivable items</td>
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<tr>
<td>Authorizations For Payment</td>
<td>Business Office</td>
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<tr>
<td>Bank items</td>
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<td>Bank deposits</td>
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<td>Bills for payment</td>
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<td>Budget Transfers</td>
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<td>College Bank items</td>
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<td>Conference Attendance/Reimb Forms</td>
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<td>Deposits</td>
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<td>Duplication Requests</td>
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<td>Invoices for payment</td>
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<td>Journal Entries</td>
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<td>Mileage Reimbursements</td>
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<td>Overtime Requests &amp; Cards</td>
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<td>Purchase Reqs for PO/BPO under $5,000</td>
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<td>Purchase Reqs for PO/BPO $5,000 and over</td>
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<td>Purchase Reqs for payment requests (all)</td>
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<td>Reimbursement Claims</td>
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<tr>
<td>Receiving info-Regular P.O.s</td>
<td>Purchasing</td>
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<tr>
<td>Revolving Stores order forms</td>
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<td>Timecards</td>
<td>Payroll</td>
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10-25-06
<table>
<thead>
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<tbody>
<tr>
<td>Lori Amato</td>
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<tr>
<td>Janis Brautovic</td>
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<td>Terri Evans</td>
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<tr>
<td>Steve Wheeler</td>
<td>Information Technology</td>
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9-19-14
Business Office Routing Slip

The following routing slip has been developed in order to ensure that important documents reach the appropriate Business Office staff person quickly and to avoid confusion as to the intended disposition of the documents.

Please fill out and attach this routing slip to documents (other than routine paperwork) that need handling by the Business Office. If you are unsure of the correct contact person or campus mailbox for your document, refer to Categorical Projects or Who-What-Where in the Guide.

(PLEASE PRINT)

TO: ____________________________________

MAIL BOX: _____________________________________

FROM:  ____________________________________

Name

Department/ Division

Phone Ext.

Attached is for:

☐ Your files, or information
☐ Audit
☐ Signature
☐ Mailing
☐ Set new budget __________________________
   (Project Name, Budget #)

☐ Change budget __________________________
   (Project Name, Budget #)

☐ Forward original or copy to: ______________
   (circle one)
   □ Name
   □ (Dept/ Div)

Deadline date is: ____________________________

Additional Comments: ________________________

____________________________________________

____________________________________________