



CALIFORNIA STATE UNIVERSITY
BAKERSFIELD

Business and Administrative Services

2025-2026
Year-end Training
Q&A



Introduction

- **Heather Macaulay**, AVP of Business and Financial Services, and Chief Accounting Officer
- **Liz Gamez**, Director of Accounting and Reporting, Campus
- **Natasha Hayes**, Assistant Vice President and Chief Budget Officer
- **Rosalba Flores**, Director of Budgeting and Accounting, Sponsored Programs
- **Jassica Gauna**, Director of Budgeting and Accounting, University Advancement, Office of the President and Business Partners
- **Elizabeth Walker**, Director of Budgeting and Accounting, Student Affairs and Athletics
- **Hillary Castellano**, Director of Accounting and Reporting, Payment Services
- **Lucero San**, Position Control Analyst
- **Marina Manzano**, Chief Procurement Officer
- **Leslea Hanssen**, Director of Accounting and Reporting, Student Financial Services

Campus Accounting & Reporting Services

Year End Deadlines to Remember

Campus Expenditure Transfers

- May 4, 2026 – Last day to submit transfers for **all** transactions through April 2026.
- June 4, 2026 – Last day to submit transfers for May 2026 transactions.
- No expenditure transfers for June, these must be corrected at the time transaction is being processed.

Chargeback Processing

- Chargebacks processed are typically one month in arrears.
- FY25/26 chargebacks will be for services from June to May.
- Deadline for service providers to submit for chargebacks: June 1st.
- June 2026 chargebacks will be processed and posted in next fiscal year.

Contact:

Liz Gamez - accounting@csub.edu

Campus Accounting & Reporting Services

BKCMP Expenditure Transfer Tips

- Email accounting@csub.edu with attached Excel JE form.
- Include supporting documentation to support amounts on the transfer.
 - Procard reconciliations, invoices, receipts, or Datawarehouse reports.
- Provide detailed explanation and justification for the transfer in the Justification box.
- Include proper description on each line of journal entry. Also use reference column for additional information.
 - Use the same description as shown on Datawarehouse.
- Include authorized signatures.
 - Approval must be obtained from the Department accepting the expenditure transfer.
 - Include name of approver.
- For all transfers involving Hospitality expenses, include Hospitality justification form, list of attendees, and flyer or documentation on event.

Contact:

Liz Gamez - accounting@csub.edu

Campus Accounting & Reporting Services

BKCMP Expenditure Transfer Sample

Business Unit: BKCMP	Ledger Group: ACTUALS	
Date Prepared: 2/28/2024	Ledger: ACTUALS	Dept Name/No: Athletics
Prepared by: Sally Preparer	Source: TFR	Extension: 3455
Filename: #VALUE!		Jnl Reference:
Effective Date: 3/31/2024		Justification (Optional): Correct account numbers for Procard expenses for Dec 23.
Description / Explanation: Correct Procard Exp - Dec 2023		
Acctg Appr:	Acctg. Use Only	
Department Certifying Signatures:		
Approver Name: Cindy Goodman		
	Debit Total	Credit Total
	3,060.70	3,060.70

Line	Bus Un	Fund	Dept	Acct	Prgm	Proj/Grant	Class	Scenario	Debit Amount	Credit Amount	Description	Reference
1	BKCMP	MX111	D10814	606911					36.25		BAGELS AND BLENDERZ	PC12230095
2	BKCMP	MX111	D10814	660003						36.25	BAGELS AND BLENDERZ	
3	BKCMP	MX111	D10814	606911					189.28		CHIPOTLE 0108	PC12230095
4	BKCMP	MX111	D10814	660003						189.28	CHIPOTLE 0108	
5	BKCMP	MX111	D10814	606911					210.86		BLAZE PIZZA 1060	PC12230095
6	BKCMP	MX111	D10814	660003						210.86	BLAZE PIZZA 1060	
7	BKCMP	MX111	D10814	606911					262.04		PANERA BREAD #202212	PC12230095
8	BKCMP	MX111	D10814	660003						262.04	PANERA BREAD #202212	
9	BKCMP	MX111	D10814	606911					1,597.30		HYATT HOUSE DAVIS	PC12230095
10	BKCMP	MX111	D10814	660003						1,597.30	HYATT HOUSE DAVIS	

Business Unit	Fiscal	Period	Accounting	Doc ID	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr	Supplier ID	Supplier Name	Invoice ID
BKCMP - CSUB	2023	6	12/21/2023	10187937	BAGELS AND BLENDERZ	144.20	660003 - Supplies and	MX111 - Athletic FDN	D10814 - Ath-	1001010282	US BANK CORPORATE	PC12230095
BKCMP - CSUB	2023	6	12/21/2023	10187937	BAKERSFIELD ECOM-CAFISHGR	194.85	660003 - Supplies and	MX111 - Athletic FDN	D10814 - Ath-	1001010282	US BANK CORPORATE	PC12230095
BKCMP - CSUB	2023	6	12/21/2023	10187937	BLAZE PIZZA 1060	210.86	660003 - Supplies and	MX111 - Athletic FDN	D10814 - Ath-	1001010282	US BANK CORPORATE	PC12230095
BKCMP - CSUB	2023	6	12/21/2023	10187937	BRAZILIAN ACAI BOWLS	209.46	660003 - Supplies and	MX111 - Athletic FDN	D10814 - Ath-	1001010282	US BANK CORPORATE	PC12230095

Contact:

Liz Gamez - accounting@csu.edu

Campus Accounting & Reporting Services

Miscellaneous Department Revenues

Please contact our office if any of the following applies to revenues received/deposited into trust funds (MX funds):

1. Revenues received for services provided to general public or external parties
2. Revenues received for services that are not related to a CSUB course and do not involve student volunteer work.
3. Revenues received for rental of facilities/equipment to general public or external parties.
4. Revenues or commissions from sales of items to general public or alumni.
5. Revenues from sponsorship agreements.
6. Revenues are received on a regular basis (i.e weekly, monthly or quarterly).

If these apply, please do the following:

- Contact Adam Bye, Accountant III, ext. 2205, abye@csub.edu.
 - Proper account codes will be provided.
 - Departments will be notified of any tax implications.
- Update Trust Agreement form to include new sources of funds.

Contact:

Liz Gamez - accounting@csub.edu

Campus Accounting & Reporting Services

Delegation of Authority Updates

Updates to Delegation of Authority & Chartfield Request Form

Two Approval Columns

CSUBuy System

- Levels 1 through 4
- Multiple Approvers allowed in each level

Concur System

- Three sequential approvers: Primary, Secondary, Tertiary.
- Minimum: Primary Approver
- Multiple approvers for each approver type are not allowed.

Section 2 Delegation of Fiscal Authority & Responsibility

The undersigned persons confirm that any expenditure activity authorized under this delegation will conform to CSU Policy and University fiscal and budgetary practices. The designees listed below are authorized to submit transactions for the following chartfield:

Bus. Unit Fund Dept

Add	Delete	Name	Signature	CSUBuy	Concur
		CSUB President; Chief Financial Officer	Not Necessary	Level 1 (President/CFO)	
<input type="radio"/>	<input checked="" type="radio"/>			Level 2 (Vice-President)	Select...
<input type="radio"/>	<input type="radio"/>			Level 3 (Dean; AVP)	Select...
<input type="radio"/>	<input type="radio"/>			Level 4 (MPP; Assoc Dean; Dept Chair, Grant PI)	Primary Approver
<input type="radio"/>	<input type="radio"/>			Select...	Secondary Approver
<input type="radio"/>	<input type="radio"/>			Select...	Tertiary Approver
<input type="radio"/>	<input type="radio"/>			Select...	Select...
<input type="radio"/>	<input type="radio"/>			Select...	Select...

Select box to delete all existing authorized signers.

Contact:

Liz Gamez - accounting@csub.edu

Campus Accounting & Reporting Services

Delegation of Authority Updates

New format to Delegation of Authority file in BOX

CSUBuy DOA – Approver Levels

Business Unit	Fund	Dept	Name	Approver Level	Begin Date	Func ID	Approval Order
BKCMP	ACI01		Harper, Vernon	1	3/29/2024	JGS	
BKCMP	ACI01		Watson, Kristen	1	3/30/2025	JGS	
BKCMP	ACI01		Watson, Kristen	2	6/18/2025	JGS	
BKCMP	ACI01		De Young, Kristine	3	3/29/2024	JGS	
BKCMP	ACI01		De Young, Kristine	4	10/1/2025	JGS	
BKCMP	ACI02		Harper, Vernon	1	3/29/2024	JGS	
BKCMP	ACI02		Watson, Kristen	1	3/30/2025	JGS	
BKCMP	ACI02		Watson, Kristen	2	6/18/2025	JGS	
BKCMP	ACI02		De Young, Kristine	3	3/29/2024	JGS	
BKCMP	ACI02		De Young, Kristine	4	10/1/2025	JGS	
BKCMP	ACI03		Harper, Vernon	1	3/29/2024	JGS	
BKCMP	ACI03		Watson, Kristen	1	3/30/2025	JGS	
BKCMP	ACI03		Watson, Kristen	2	6/18/2025	JGS	
BKCMP	ACI03		De Young, Kristine	3	3/29/2024	JGS	
BKCMP	ACI03		De Young, Kristine	4	10/1/2025	JGS	
BKCMP	ADM01		Harper, Vernon	1	3/29/2024	JGS	
BKCMP	ADM01		Watson, Kristen	1	3/30/2025	JGS	
BKCMP	ADM01		Watson, Kristen	2	6/18/2025	JGS	
BKCMP	ADM01		De Young, Kristine	3	3/29/2024	JGS	
BKCMP	ADM01		De Young, Kristine	4	10/1/2025	JGS	
BKCMP	ADM02		Harper, Vernon	1	3/29/2024	JGS	
BKCMP	ADM02		Watson, Kristen	1	3/30/2025	JGS	

> CSUBUY Concur +

Concur DOA – Approval Order

Business Unit	Fund	Dept	Name	Approver Level	Begin Date	Func ID	Approval Order
BKCMP	ACI01		De Young, Kristine	3	3/9/2026	TE	1 - Primary
BKCMP	ACI02		De Young, Kristine	3	3/9/2026	TE	1 - Primary
BKCMP	ACI03		De Young, Kristine	3	3/9/2026	TE	1 - Primary
BKCMP	ADM01		De Young, Kristine	3	3/9/2026	TE	1 - Primary
BKCMP	ADM02		De Young, Kristine	3	3/9/2026	TE	1 - Primary
BKCMP	ADM03		De Young, Kristine	3	3/9/2026	TE	1 - Primary
BKCMP	ADM04		De Young, Kristine	3	3/9/2026	TE	1 - Primary
BKCMP	ADMDP		De Young, Kristine	3	3/9/2026	TE	1 - Primary
BKCMP	ADMTR		De Young, Kristine	3	3/9/2026	TE	1 - Primary
BKCMP	BK002		Watson, Kristen	2	3/9/2026	TE	1 - Primary
BKCMP	BK003		Watson, Kristen	2	3/9/2026	TE	1 - Primary
BKCMP	BK004		Watson, Kristen	2	3/9/2026	TE	1 - Primary
BKCMP	BKC01		Watson, Kristen	2	3/9/2026	TE	1 - Primary
BKCMP	BKC03		Hayes, Natasha	3	3/9/2026	TE	1 - Primary
BKCMP	BKC03		Macaulay, Heather	3	3/9/2026	TE	2 - Secondary
BKCMP	BKC04		Cantrell, Evans	2	3/9/2026	TE	1 - Primary
BKCMP	BKC05		Niemeyer, Heath	2	3/9/2026	TE	1 - Primary
BKCMP	BKC06		Blodorn, Lori	2	3/9/2026	TE	1 - Primary
BKCMP	BKC06		Ponci, Michelle	4	3/9/2026	TE	2 - Secondary
BKCMP	BKCCR		Dong, Jianyu	3	3/9/2026	TE	1 - Primary
BKCMP	BKCOM		Thien, Deborah	2	3/9/2026	TE	1 - Primary
BKCMP	BKFSP		Thien, Deborah	2	3/9/2026	TE	1 - Primary

> CSUBUY Concur +

Contact:

Liz Gamez - accounting@csub.edu

Budget Office

FY 2025-26 Budget Transfers

- Final day to submit **Friday, June 12, 2026**

Questions??

- ORG-Budget@csub.edu

Contact:

Natasha Hayes - ORG-Budget@csub.edu

Sponsored Programs Post Award

SPA Grants

Deadline to turn in all SPA FY 2025-26 invoices to SPA Accounting is **noon** on July 7, 2026.

SPA Accounting will manually accrue all FY 2025-26 invoices submitted to Post Award by on **noon on July 7, 2026**. (*All grant-related paperwork is due in Post Award by July 02, 2026*) Please be sure to submit your paperwork to you assigned grant analyst.

Manual accrual list must be submitted to the Grants Accountant for all individual FY 2025-26 invoices greater than \$100 that were not submitted to Post Award by July 2nd deadline.

Note: To avoid a duplication, invoices submitted to Post Award for payment should not be on the June accrual list.

Contact Gipsy Meja at x 2875 or Frank Pacheco at x2476 with any questions

Contact:

Rosalba Flores– spaaccounting@csub.edu

Sponsored Programs Post Award

IMPORTANT REMINDERS

Equipment or Inventory Purchases Close to Year-End

Allow sufficient time for:

- Vendor to ship items
- Procurement receive/tag items

Reviewing transactions/identifying expenses belonging to other business units

- Expense transfers or payroll moves to BK001 -Must meet campus deadlines

Grant Analyst Contacts:

Alisia Gonzalez (Valenzuela)– avalenzuela@csub.edu

Eidie Gonzalez– egonzalez184@csub.edu

Silvia Lozano Cuesta– slozano@csub.edu

Maria Avila– mavila15@csub.edu

Foundation

Deposits to BKFDN

- All deposits (checks, cash, credit cards) for BKFDN are handled by the University Advancement gift processor for proper recording, document retention, and tax receipting
- Drop off to UA or contact for pick up
- Include note or documentation on the nature of the payment and the fund(s) to be credited
- One-time administrative fee of 5% is required on all fundraising activities (i.e., donations, sponsorships, ticket sales, and auction purchases)

Org Inbox Contact: foundationaccounting@csub.edu

Contact:

Jassica Gauna- jgauna@csub.edu

Foundation

Gift-in-Kind Acceptance

- Non-cash donations (i.e. goods, equipment, property, services)
- [GIK form](#) must be submitted and approved by Foundation Executive Director before accepting and receiving the gift
- [Memo](#) to campus with additional information

Fundraising Events Sponsorships

- Fundraising event approval [form](#) required per CSU policy. [Memo](#) available with additional information
- Sponsorship packets must be reviewed by UA Accounting to evaluate benefits provided to sponsors for tax deductibility
- CSUB Foundation does not hold raffles due to State and IRS regulations and filing requirements

Contact:

Jassica Gauna- jgauna@csub.edu

SASEM

Instructional Related Activities-MSI01 (IRA)

Travel Deadlines

- Concur FY 25/26 travel claims through April 30, 2026 must be submitted by May 29, 2026.
- Travel Accruals for travel from May 1- June 30, 2026 must be submitted by June 1, 2026.

Journal Entries

- April expense transfers must be submitted by May 4, 2026.
- May expense transfers must be submitted by June 4, 2026
- No additional expense transfers will be processed following June 4, 2026, including Procard transactions related to an IRA activity but posted to a non-IRA fund.
- Once deadlines pass, unique project codes will be deactivated and will not be able to be used.
- Please ensure all expenses are in alignment with approved grant requests.

Contact:

Elizabeth Walker – ewalker17@csu.edu

Payment Services

All communication should be submitted to accounts_payable@csub.edu

- May 1: Direct Pays and invoices through April 30th are due
- May 13: All paper FY 25/26 travel claims for travel occurring before April 1, 2026
*Paper travel claims will **not** be accepted for travel occurring after April 1st.*
- May 29: All Concur FY 25/26 travel claims for travel occurring through April 30, 2026
- June 1: May AP paperwork due
- June 1: Accruals for travel due. A [FY25-26 Travel Accrual PowerForm](#) must be submitted.*
- June 4: All FY24/25 AP paperwork due

*No travel ending before April 6, 2026 will be accrued because CSU policy requires travel claims to be submitted no later than 60 days after the end of travel. Please accrue only out of pocket expenditures as any Concur credit card charges will be accrued on our end.

Payment Services

Note:

Paperwork received after the deadlines may not be accrued or paid before year-end.

If you submit a travel claim before June 30th that was submitted on a Travel Accrual Form, please note that prominently on the claim & attach a copy of the accrual form as the first page of the travel claim.

Contact:

Hillary Castellano

hcastellano@csu.edu

Payment Services

Procurement Card (ProCard)

The ProCard billing cycle for June is May 12 through June 10, 2026.

The reconciliation period in PeopleSoft for the June statement is June 11 through June 24, 2026 (7 business days).

Please Note:

When the reconciliation period ends, the charges for June will be final. They cannot be transferred before year-end and cannot be transferred in the following year.

Use tax chargebacks for purchases made in the June 2026 billing cycle will be posted to the FY 2026-27 budget.

Contact:

Hillary Castellano

hcastellano@csu.edu

Labor Cost Distribution (LCD)

Please refer to the year-end memo for specific deadlines.

All Payroll Move Request and PCAR forms with grant related funding must be submitted to Post Award (previously known as GRASP) for review and approval prior to sending to HR.

REMINDER: Any payroll moves into BK001 must be submitted by May 1, 2026.

Additional Assistance / Q&A Opportunities

Labor Cost Distribution (LCD) User Support Group

Contact Lucero San to be added to the group

LCD/PC Open Lab session (via Zoom)

Invitation will be sent out in May for June 12th

Contacts:

Human Resources – hr@csub.edu | Tina Williams – twilliams@csub.edu | Lucero San – lsan1@csub.edu

Payroll

All monthly June Payroll dated on or before July 1, 2026 will be charged to FY 2025-26 budget.

Employees that are paid for month of June on July 13, 2026 will be charged to the FY 2026-27 budget (this includes prior pay period late time).

Hourly and Special Consultant Payroll for Grant programs ending June 30, 2026 must be submitted to HR/Payroll by **June 12, 2026** for these transactions to be charged to FY 2025-26.

Contacts:

Human Resources – hr@csub.edu | Tina Williams – twilliams@csub.edu Patrice Baker – pbaker@csub.edu

Procurement and Contract Services

CRITICAL DEADLINES

May 7, 2026

Requisitions **\$25,000 and greater, including Public Works projects**, must be submitted in CSUBUY Procure-to-Pay (P2P) with required approvals.

May 28, 2026

Requisitions **less than \$25,000** must be submitted in CSUBUY Procure-to-Pay (P2P) with required approvals.

Note: Any requisitions not meeting the above due dates will be held for processing in **FY 2026-27**.

Procurement cannot guarantee any requisitions submitted by the due date will be processed in current FY if additional approvals are needed or processes required, such as contract creation or bid process.

Procurement and Contract Services

FY 2026-2027 Requisitions

Requisitions for the new FY may be submitted in CSUBUY P2P as of **May 4** (do not submit before this date). Please be sure to input an Accounting Date of **7/1/2026** and add a comment that PO is for “**FY 2026-27.**”

Any POs processed after 5/4 will be held for release until 7/2 unless there is a critical need to release early, contact Procurement to discuss.

All requisitions submitted on or after **May 4** will go to Procurement for processing, including punchout catalog items (i.e. Staples, Amazon) that are low risk and low dollar that normally would not go through Procurement.

Summary

Taxes/S&H

Comments

Attachments

History

General Information

...

Shipping Information

...

Billing Information

Transaction Details

Status	✓ Completed (3/20/2024 3:01 PM)
Cart Name	TEST 21 - THOMAS SCIENTIFIC HOLDINGS LLC
Business Unit	CSUB P2P (BKXMP)
Submitted	3/20/2024 2:34 PM
Purchase Order	2400004982 view print

Ship To

Contact: TABITHA MARSH
 c/o Receiving
 9001 Stockdale Hwy.
 Bakersfield, CA 93311
 United States

Delivery Information

Deliver To Location	36-273_BKCMP SCI BLDG II RM 273
Ship Via	Best Carrier-Best Way
Due Date	no value

Bill To

Accounts Payable, CSU Bakersfield
 9001 Stockdale Hwy
 35 ADM
 Bakersfield, CA 93311-1022
 United States

PO Details

Accounting Date	no value
PO Type	no value
Amount-Only / Blanket PO	✗
Multi-Year PO	✗
Terms/FOB Override Needed	✗



Procurement and Contract Services

Annual Renewals and Blanket Purchase Orders

Annual renewals and blanket PO requisitions can be submitted on or after Monday, **May 4, 2026** with an Accounting Date of **7/1/26** or later and a comment that PO is a **blanket or annual renewal for FY 2026-27**.

On or after July 2, the accounting date and comment is no longer necessary.

CSUBUY P2P provides visibility to requestors for all requisitions submitted and the search functionality is simple and easy to use, therefore, Procurement will no longer provide a listing of all campus blankets and annual renewals.

For blanket POs that are a combination of goods and services, please be sure to create at least two lines, one for taxable goods and one for non-taxable services.

Contact: Procurement@csub.edu

Student Financial Services

University Centralized Billing

- The CO has mandated that University billing be **centralized (non-student)**.
- **All third-party billing**, including billing to any Auxiliary, has to be processed by the University Accounts Receivable (AR) Accountant.

Preferred Contact:

University Accounts Receivable: accounts_receivable@csub.edu

A staff member will respond within 2 business days.

Cash Collection Sheet - Change in Support Required

- Please provide all support related to the cash receipts (i.e., Invoices, receipts, deposit slips, customer correspondence, etc.)
- A copy of the check is not needed as an attachment

Contact:

SFS AR Email- accounts_receivable@csub.edu

Student Financial Services

AR CRITICAL DATES TO REMEMBER

May 4th - All Billing Request Forms through 4/30/2026 are due from departments.

June 4th - All Billing Request Forms through 5/31/2026 are due from departments.

June 4th - All Billing Request Forms for the month of June 2026 are due from departments.

June 4th - Petty Cash activity through 6/4/2026 are due to the Cashier's Office.

Deposits & Petty Cash

Accounts Receivable (Off Campus)

Accounts Receivable (Student & On Campus)

Heleyna Jacquez.....6206

Valeria Rodriguez.....3975

Christina Orozco.....3225

Contact:

SFS AR Email- accounts_receivable@csb.edu Cashiering Office- cashiersoffice@csb.edu

Student Financial Services

25LIVE TRANSACTIONS –

REMINDER –

- All on and off-campus events **MUST** be entered into 25Live two weeks in advance of the event.
- All events must adhere to the CSUB Use of University Property and Time, Place and Manner Policy.
- University-sponsored event taking place off university property must be entered into 25Live using the “OFF CAMPUS” location.

June 2nd Deadline: All on and off-campus events through June 1, 2026 must be sealed in 25Live.

Journal Entries and Expense Transfers

Journal entries including expense transfers should be sent to the following departments whose business unit is initiating the journal entry and/or expense transfer:

- BKCOMP** – Liz Gamez or accounting@csub.edu
- BKASI** - Elizabeth Walker or studentaffairsaccounting@csub.edu
- BKFDN** - Jassica Gauna or foundationaccounting@csub.edu
- BKSTU** - Elizabeth Walker or studentaffairsaccounting@csub.edu
- BKSPA** - Rosalba Flores or spaaccounting@csub.edu

Year-end Deadline Summary

April 17, 2026	Labor Cost Distribution (LCD) Payroll Moves for March 2026.
May 1, 2026	Direct Pays and invoices through April 30, 2026. Chargebacks through April 30, 2026.
May 4, 2026	Billing request forms for activity through April 2026. Journal entries for activity through April 30, 2026.
May 7, 2026	Requisitions \$25,000 or greater, including Public Works projects, submitted in CSUBUY Procure-to-Pay (P2P) with all required department approvals and received by Procurement.
May 15, 2026	Paper travel claims for travel occurring before April 1, 2026.
May 19, 2026	Labor Cost Distribution (LCD) Payroll Moves for April 2026.
May 28, 2026	Requisitions less than \$25,000 submitted in CSUBUY P2P with all required department approvals and received by Procurement.
May 29, 2026	Concur travel claims for travel through April 2026.
June 1, 2026	Direct Pays and invoices through the month of May 2026. Chargebacks for the month of May 2026.
June 2, 2026	25Live billing due - schedulers seal all events from 25-26.
June 4, 2026	Billing request forms for the month of May 2026. Billing request forms for activity for the month of June 2026. Direct Pays and invoices for the month of June 2026 Journal entries for activity during the month of May 2026. Travel <u>accruals</u> for travel from May 1 – June 30, 2026.
June 12, 2026	Budget transfers for FY25/26
June 19, 2026	Labor Cost Distribution (LCD) Payroll Moves for May 2026.

Departmental Email Addresses

- **Financial Services:**

- Accounts Receivable: accounts_receivable@csub.edu
- Campus Accounting : accounting@csub.edu
- Cashiering: cashiersoffice@csub.edu
- Foundation accounting: foundationaccounting@csub.edu
- Student Affairs Accounting: studentaffairsaccounting@csub.edu
- Student Financial Services: sfs@csub.edu
- Sponsored Programs Post Award spaaccounting@csub.edu

- **Budget and Payroll:**

- Budget: ORG-Budget@csub.edu
- Payroll: payroll@csub.edu

- **Businesses Services:**

- Payment Services (A/P & Travel): accounts_payable@csub.edu
- Procurement & Contracts: procurement@csub.edu
- ProCard: procard@csub.edu



Questions and Answer Session from Campus