

WHAT'S UP PRESENTATION

Finance and Business
Services

FALL 2026

**Be
Bold!**

**Be
Gold!**



SAN JOSÉ STATE UNIVERSITY

Welcome Address

Maureen Pasag



Housekeeping Items

1 All Participants are muted

2 Use the Q&A window to ask questions

3 Session will be recorded and the slide deck will be available on the FABS website

Agenda

01 Welcome Address

Maureen Pasag

02 New Employees

Maureen Pasag

03 Bursar's Office Services & Metrics

Aaron Ledesma

04 Quarterly Variance Reporting & Position Control

Jennifer Corgiat & Mike Vizzusi

05 System Enhancements

Janet Sundrud

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12 ProCard Statements

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Kim Gamblin

14 CSU Fraud Trend Awareness Briefing

Ricky Lee

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Open Discussion

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New Employees

Maureen Pasag



New Employees and Promotions

Accounting Services

Ngan Ho - Accountant I

Bursar's Office

Samantha Marin - Accounting Tech II

Contracts

Ernesto Lozano - Contract Specialist

Finance Support and Innovation

Janet Sundrud - Assistant Director

Strategic Business Services

Karina Velasco - Business Services
Coordinator

University Budget and Financial Strategy

Ike Bunanta - Manager, Financial
Planning



Temporary Hires

Payments

Lisette Granados - Payment Specialist

Procurement

Christy Stevenson - Procurement Specialist

Finance and Business Services

Timothy Pak - Student Assistant

Bursar's Office

Andrew Britto - Student Assistant

Strategic Business Services

Nafisa Lubaba - Student Assistant

Sergio Reyes- Student Assistant



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Bursar's Services and Metrics

Aaron Ledesma





Our Core Services

The Bursar's Office provides essential services to students, faculty, and staff.

- Cashier's Office: *Processes student payments (Cash or Check ONLY), departmental deposits, eMarket setup.*

- Tower Card Office: *Administers student ID cards and Gold Points services*

- Bursar's Office: *Handles billing questions, student refunds, third-party billing, tuition verifications and student collections.*

Financial Aid Office vs. Bursar's Office

The offices work together, but they answer different questions about a student's financial account.

Financial Aid Office

Determines eligibility for grants, scholarships, work-study, and student loans.

Reviews the FAFSA and required financial aid documents.

Awards and adjusts financial aid based on eligibility and enrollment.

Answers questions about aid eligibility, requirements, and disbursement.

Bursar's Office

Bills tuition, fees, housing, and other charges on the student account.

Processes payments, refunds, payment plans, and third-party sponsorships.

Manages account balances, due dates, credits, and student receivables.

Answers questions about charges, refunds, payments, and account activity.

How they work together Financial Aid helps determine how a student's education is funded. The Bursar Office manages the charges, credits, payments posted to the student account and student refunds.



Direct Deposit Campaign

Orientations

We explain the benefits of receiving refunds by direct deposit during new and transfer student orientations.

“To Do” Item

We use orientation rosters to assign new and transfer students a direct-deposit To-Do item in their student portal.

Email Reminders

Every other Wednesday, we email students who are not currently enrolled in direct deposit.

Did you know?

We offer special payment plans to discontinued students who have past-due balances, are and are interested in returning to the University.

Special payment plan requirements

Eligibility A student must not be enrolled in the current or upcoming terms

Setup fee A one-time \$35.00 setup fee applies.

Plan length The payment-plan length is determined by the amount owed.

Questions? student-finance-specialists@sjsu.edu



By the Numbers

FALL 2026 SEMESTER

Tower Card Office

10,624

Tower Cards produced

Cashier's Office

4,211

Payments processed

Bursar's Office

7,160

Phone interactions

13,589

Email interactions

Combined nearly 9,000 students/staff/faculty have been served in person during this Fall semester



Bursar's Office Management Team

Aaron Ledesma - University Bursar
aaron.ledesma@sjsu.edu

John Hardin - Associate Bursar
john.hardin@sjsu.edu

Teri Felix - Assistant Bursar
teribel.felix@sjsu.edu

Bursar's Office General Information

 bursar@sjsu.edu

 (408) 924-1601



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Quarterly Variance Reporting and Position Control

Jennifer Corgiat and Mike Vizzusi



Q1 Variance Reporting

Q1 variance reporting

The existing workbook connects current activity to a full-year projection

Purpose

Compare budget and actual activity, identify material variances, and document the actions needed to keep the forecast credible.

Q1 activity

Budget and Q1 actuals by revenue and expense category.

Full-year outlook

Projected Q2–Q4 activity and projected final amounts.

Variance review

Dollar and percentage thresholds with comments when exceeded.

Balance visibility

Encumbrances, commitments against ending balance, and action items.

Reporting context

Quarterly submissions support fiscal oversight for divisions and auxiliaries. The Q1 submission deadline is November 6, 2026.

Two Added Review Gates

Two added review gates

Both reviews strengthen the projected expense and ending balance

Active position list review

- Reconcile active positions to the salary and benefit outlook.
- Flag vacancies, pending recruitments, funding changes, and positions that should no longer be active.
- Adjust the personnel forecast when staffing assumptions change.

Encumbrance review

- Validate open purchase orders, contracts, travel, requisitions, and other known obligations.
- Confirm each item is current and assigned to the correct fund and account.
- Update encumbrances and commitments against the projected ending balance.

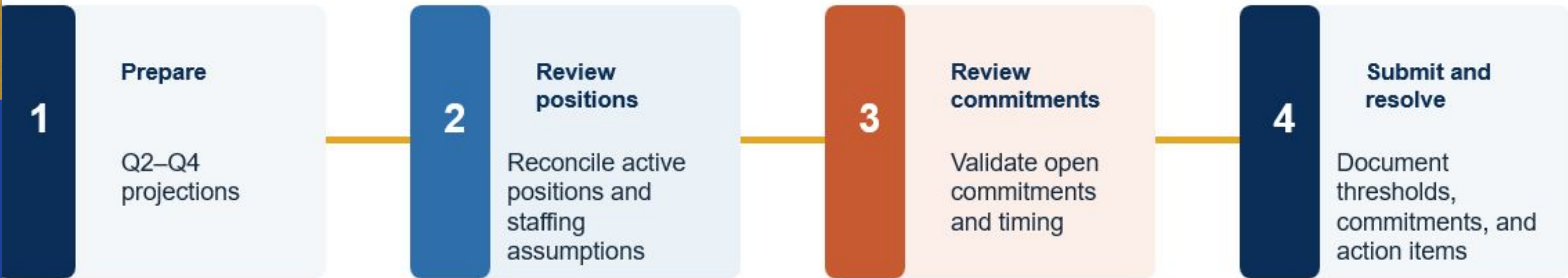
Control point

Complete both reviews before finalizing the projected personnel expense, ending balance, and action items.



Integrated Q1 review workflow

The added reviews sit between forecast preparation and final submission



Division or auxiliary

- Complete the report and supporting review.
- Explain material variances and commitments.

Budget Office

- Review thresholds and support.
- Record comments and track action items.

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System Enhancements

Janet Sundrud



Enhancements



The CSU holds twice-yearly RUG meetings to discuss and prioritize CSUBUY and Concur enhancements.

- AppZen will allow suppliers or campus administrators to upload invoices for AI-powered processing.
 - The system will check invoices for errors and duplicates before loading them into CSUBUY.
 - Planned roll-out for Spring 2027.



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CSUBUY

Tips and Tricks

Miguel Robles



Cart Names

Examples:

- **Blanket** — *(FY26/27 BLKT - Armor Car)*
- **Services** — *(Am. Beverage Equipment Svc ends 6/1/2026)*
- **Goods** — *(Chair for Dean, Faculty Lab Supplies for Classroom)*
- **Lease** — *(4th Street Lease Pmt - Research due by 7/1/26)*
- **Hospitality** — *(Student Event - Spartan Outreach Event on 5/15/26)*
- **Facilities** — *(WA #38R1 Hammer Sprinklers Replacement)*
- **Any** — *(URGENT - Event Services on 4/20/26)*

“Supplier Not Known” Examples:

- **Credit Card** *(ex. Credit Card-City of San Jose / Canva Subscription Pmt)*
- **Student Placement Agreement (SPA)** *(ex. SPA-West Valley College expires 04/30/26)*
- **Sign Contract** *(ex. Sign Contract-DocuSign-06/01/2026)*
- **RFP/RFQ/RFQUAL/BID Request** *(ex. BID or RFP-Diploma Services Expires on 07/01/26)*



Note:

Ensure software agreements include the period or subscription time with date-to-date precision.

Commodity Codes

Selecting the right Commodity Code helps expedite the process



Approval Routing

The selection of the commodity code will define the proper routing for approvals.



Contract Review

When requesting a contract review / signature, please use:

**Commodity Code: 160008
(Professional Services)**

Do NOT select 160002 Legal Services



Service Dates

When using a services commodity code, you get the option to enter start and end date of services.

Important for Accounting

1	✓	3 Custodial - Supplies (1 year) Procurement Request: Goods and Services Request	EA	470.05	Qty: 1 EA	470.05
^ ITEM DETAILS						
Performance Start Date		Commodity Code	145002 / Custodial Maint/Repair Services	Line Match Status	Matched	
Performance End Date		Receiving Required	no value	Tax Code	SJS San Jose Sales Tax	

Internal Notes

Provide information to expedite the process:



What is being requested?

SPA - Student Placement Agreement,
RFP, Sign Agreement, Credit Card,
Blanket, etc.



SJSU Department / Point of Contact

Name, email, phone

Who is the recipient? What location?



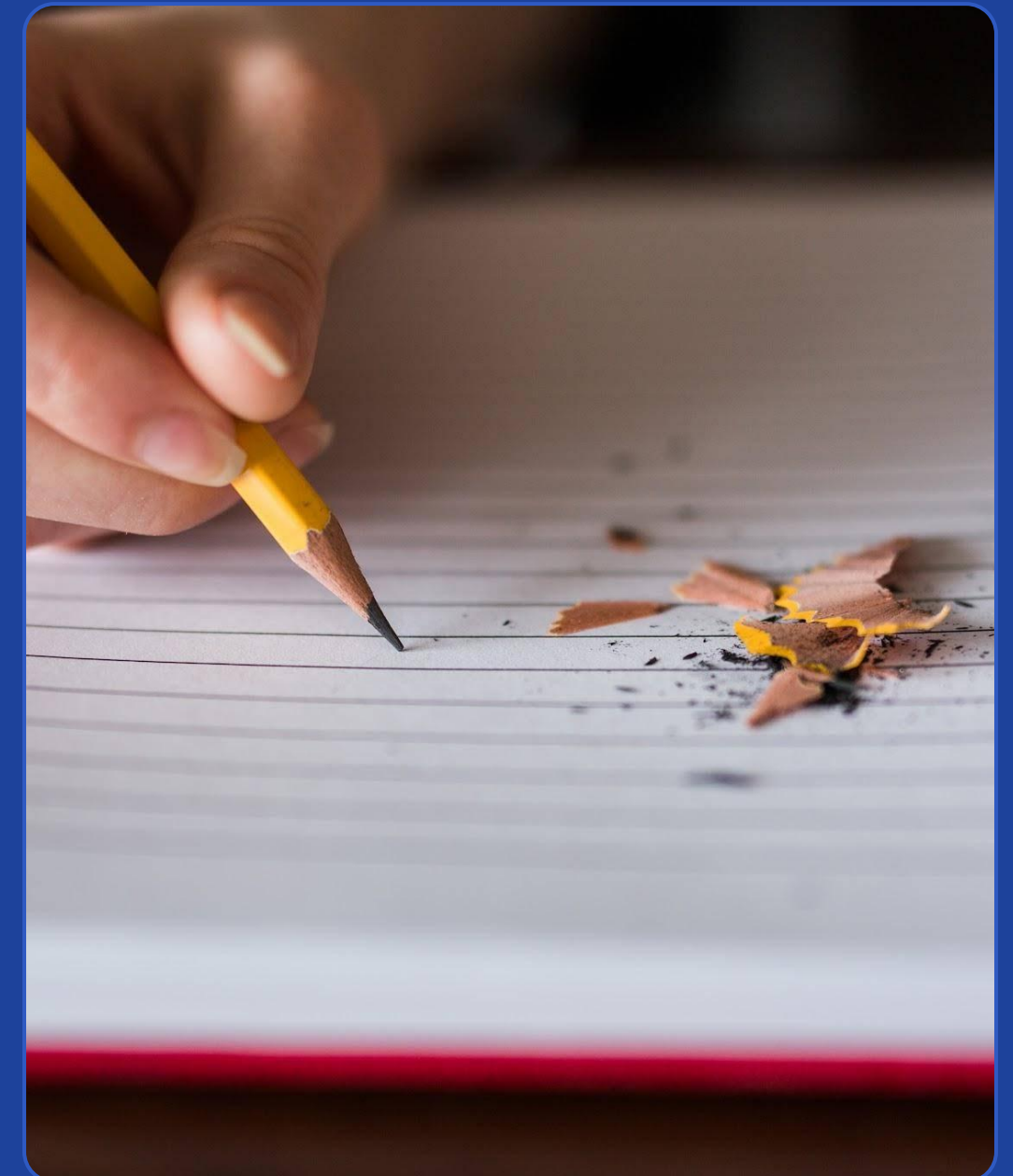
Vendor / Site Point of Contact

Name, title, email, phone



Special Instructions

- SPA no edits, SPA with edits, SPA using site's template
- Must send a signed copy to the site for Board approval by MM/DD/YY
- **Urgent! Please expedite!**



Adding Comments



Why Add Comments in CSUBUY?

- **Clear & Timely Communication**
- **Latest Updates**
- **Full Visibility** — anybody in CSUBUY can see the status
- **Track Record** for historical logging



Best Practices for Adding Comments

- **Use CSUBUY comments** instead of email
- **Add attachments** to the comment as needed
- **Be mindful of distribution:** check the box for those intended recipients in CSUBUY (the system includes staff who worked on the requisition) / avoid unnecessary emails
- **Reminder:** once posted, comments cannot be edited
- **Check for updates:** if no updates in the last 10 days, please reach out



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CSUBUY Voucher Processing with Payment Services

Sara Tipton-Perez



Hold For Receiving

What is Hold for Receiving?

This is a workflow step in CSUBUY when an invoice has been approved, but a receipt was required and not created.

What criteria requires a receipt in CSUBUY?



Requisition

Selected on the Requisition by the requester



Purchase Order

Selected on the Purchase Order by the buyer



Commodity Code

You've used a HIGH RISK commodity code. These will always require a receipt

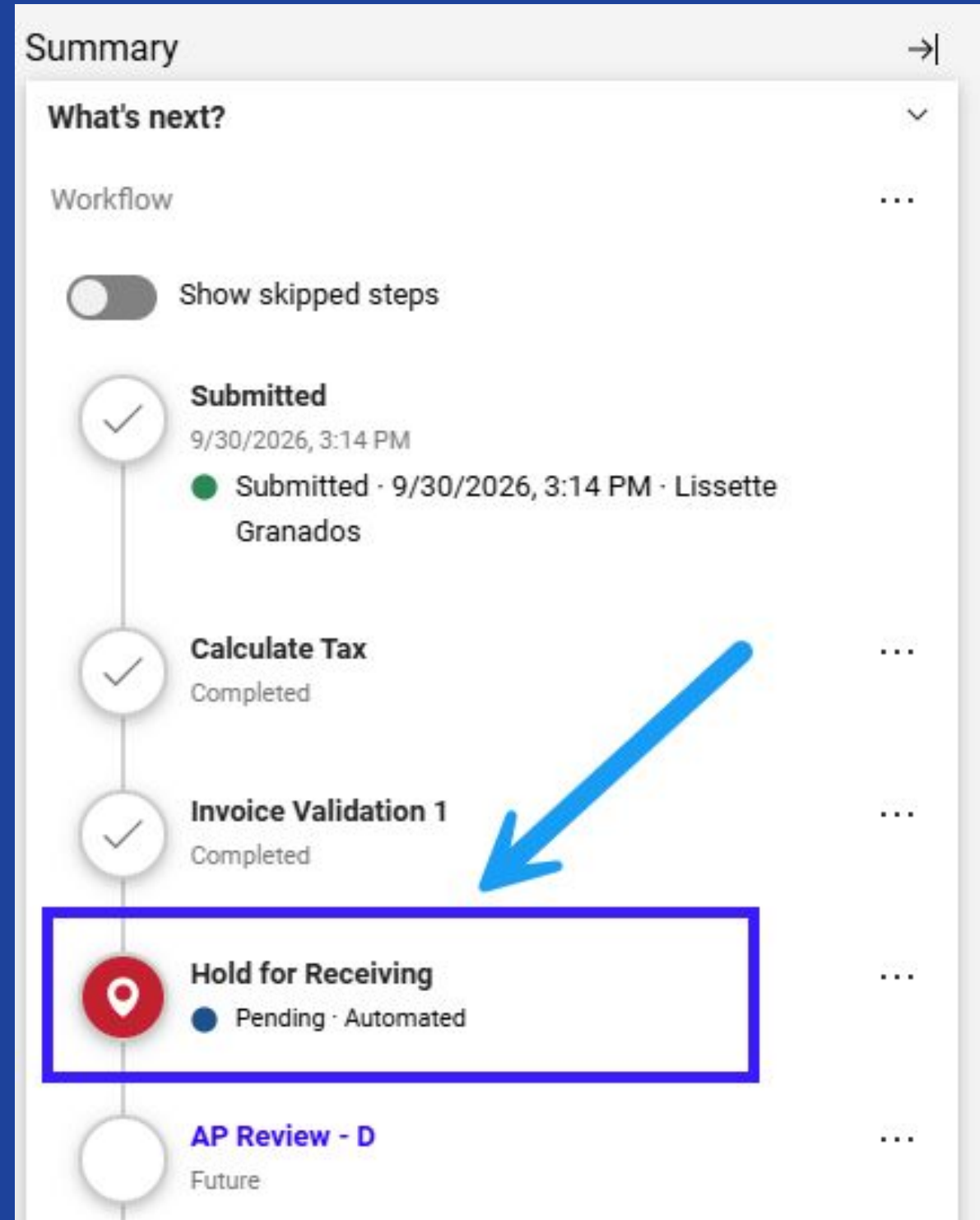
Hold For Receiving

Notification

CSUBUY notifications request approval but do include when a receipt is required.

How to Check

To know if you need to create a receipt, look at the workflow summary in the voucher for the Hold for Receiving step.



Summary →

What's next? ▾

Workflow ...

☐ Show skipped steps

✓ **Submitted**
9/30/2026, 3:14 PM
● Submitted · 9/30/2026, 3:14 PM · Lissette Granados

✓ **Calculate Tax**
Completed ...

✓ **Invoice Validation 1**
Completed ...

Hold for Receiving
● Pending · Automated ...

○ **AP Review - D**
Future ...

Hold For Receiving

⚠ High Risk Commodity codes will always require a receipt, even if the PO and Requisition do not have receipt required selected.

📋 High Risk Commodities List

High Risk Commodities

100004 Group II Capital Assets	105002 Equipment	105003 Vehicles	105004 Farm Equipment
115002 IT Hardware	150003 Works of Art	150006 Controlled Substances	150019 Weapons
180002 Library Books (Library Only)	180003 Library Serials (Library Only)	180004 Library Periodicals (Library Only)	

CSUBUY Credit Memos

i Credit memos are very similar to PO Invoices. You need a valid PO to apply it to, and an invoice to pay against it.

These can be submitted through the same channels as invoices paid in CSUBUY.

➤ How to Submit?

Suppliers

Submit via CSUBUY portal or via email
supplier-invoices@sjsu.edu

Departments

Submit via [Invoice Submission Form](#)

No Future Invoice?

If you do not expect to have an invoice to apply the credit against, you should request a refund check.

Make check payable to:

San Jose State University



② CSUBUY Questions

For any questions regarding CSUBUY please contact:

**Procurement or Payment Services
or Finance Connect**

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IT Review Process

Kim Gamblin and Amy Segeren



Why IT Review Software?

Why does accessibility and information security matter?

- (1) Comply with the Law
- (2) Protect our data and our campus
- (3) Applications used by the SJSU community are accessible for all



What's New

TRIA website

CSUBuy!
IT Software Form

Paid with Auxiliary?
Continue to use
TRIA Google form

1 out of every 5 IT related purchases
require additional information.



IT REVIEW

Common Issues



Most Common IT Requisition Issues

- **Form Selection:** Selecting Goods & Services form instead of required IT Software Form
- **Accessibility:** VPAT / ACR is missing
- **Security Documents:**
 - Missing key documents
 - Attaching outdated security documents
- **Form Completeness:** Incomplete or missing information on the software form



CONSEQUENCE OF ISSUES

2 to 10+ Days Delay

Per requisition due to missing or incomplete documentation.

Tips and Tricks



01

Choose IT Software Form

Choose IT Software form for all software related purchases.

→ If the product has hardware and software, select IT Software Form.

02

Request Required Documentation

Ask the supplier for VPAT, security docs, and answers to the software form questions at the same time as the quote.

→ Ensure the documents are reviewed/modified within the last year.

03

Complete All Form Fields

Fill in all necessary fields on the IT Software Form to help the IT review

→ The list of information can be found in the [IT Software Purchasing Request form](#) and on the [TRIA website](#).

04

Monitor Comments & Notifications

Keep an eye out for the CSUBUY email notifications from internal comments made.

→ IT will communicate directly through CSUBUY platform (comments section).



IT Software Questions

For any questions please contact:

IT Services

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Property Asset Updates

Ian Reid and Phil Perez



What is an Asset?

Definition & Financial Value

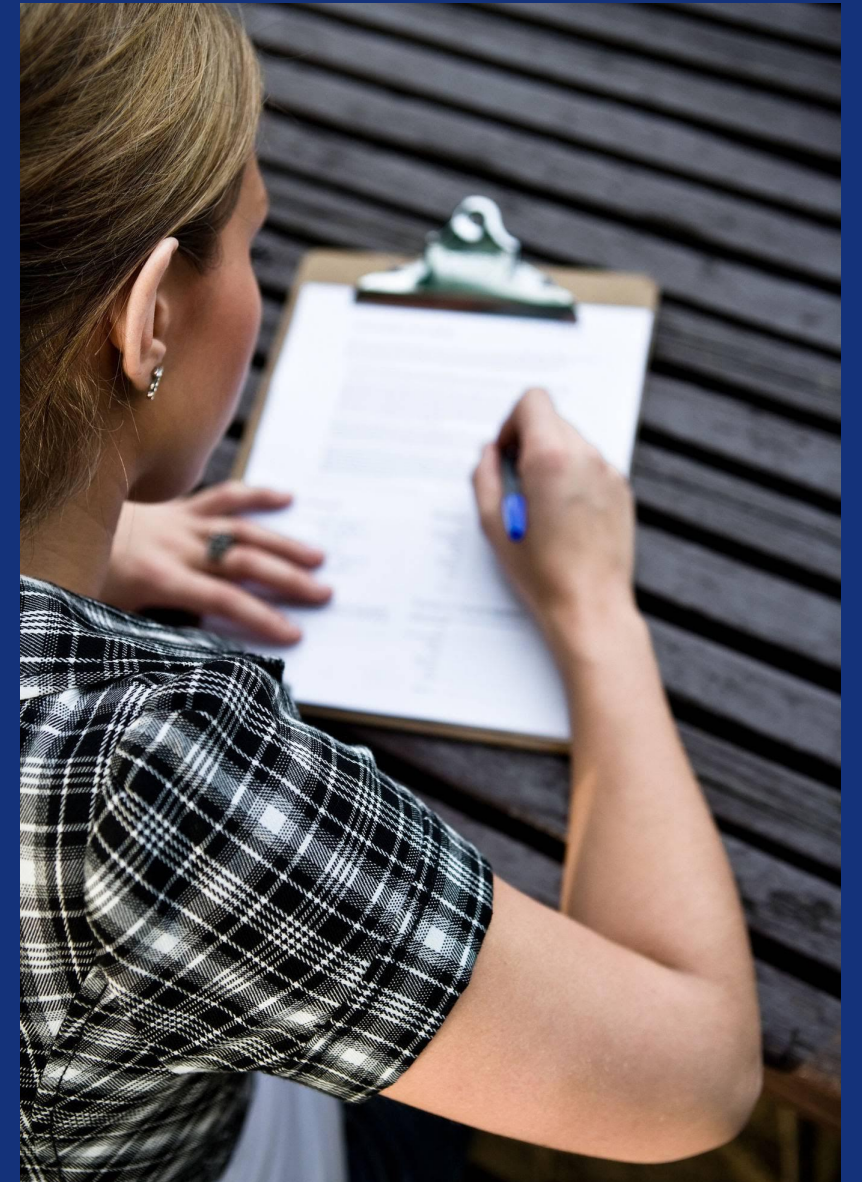
An asset is any item of economic or financial value that a person, business or organization owns or controls.

University Asset Scope

University assets include physical property, intangible assets, and capital projects.

Compliance & Policy Tracking

These items must be tagged and inventoried as required by [CSU's Asset Policy](#).



Asset Threshold Update

Former Process

Assets valued at \$5,000 or more were capitalized.

Going Forward

- The threshold increases to \$10,000. These assets will be formally recorded and tracked into CFS as before.
- Previous records of lower-value assets will continue to be monitored and maintained until the end of their life-cycle.



What Is a Property Custodian?

Primary Point of Contact

A Property Custodian serves as the department's primary point of contact for the day-to-day oversight of assigned University assets.

Asset Records & Tracking

Custodians help maintain accurate asset records and locations, support tracking and inventory activities, and coordinate updates when assets are moved, transferred, damaged, lost, or disposed of.

Safeguarding & Compliance

Custodians also help ensure university assets are properly used, secured, maintained, and tagged according to policy standards.

DEPARTMENT ROLE

Property Custodian



Property Custodian Update

Updating Department Custodial Lists

Department Outreach

Asset Services will contact departments soon to provide current custodian information.

Form Submission

Departments will submit their information through the [Property Custodian Form](#).

Ongoing Asset Support

Updated lists will support upcoming and future asset-tagging efforts, as well as future physical inventories.



Physical Inventory

Former Process

- **Triennial Schedule:** Physical inventory was conducted every three years for standard equipment.
- **Periodic Audit Scope:** Verified the existence, location, condition, and accountability of university assets while ensuring property records remained accurate and up to date.

NEW APPROACH

Going Forward

- **Continuous Cycle:** Instead of waiting three years between inventories, a new cycle begins immediately as soon as the previous one is completed.
- **Ongoing Compliance:** This rolling process supports ongoing compliance with the CSU Asset Management Policy by regularly verifying assets and keeping property records accurate and current.



Asset Support & Questions

For any questions regarding Assets please contact:

Phil Perez

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Staples Desktop Delivery

Tony Diaz



Why Location Matters

Staples orders are placed through CSUBUY

Why is delivery location information important?

Driver Clarity

The recipient's name alone may not tell the driver which campus building or room should receive the package.

Accurate Routing

Adding the building and room helps route the package to the correct department and reduces delivery confusion.

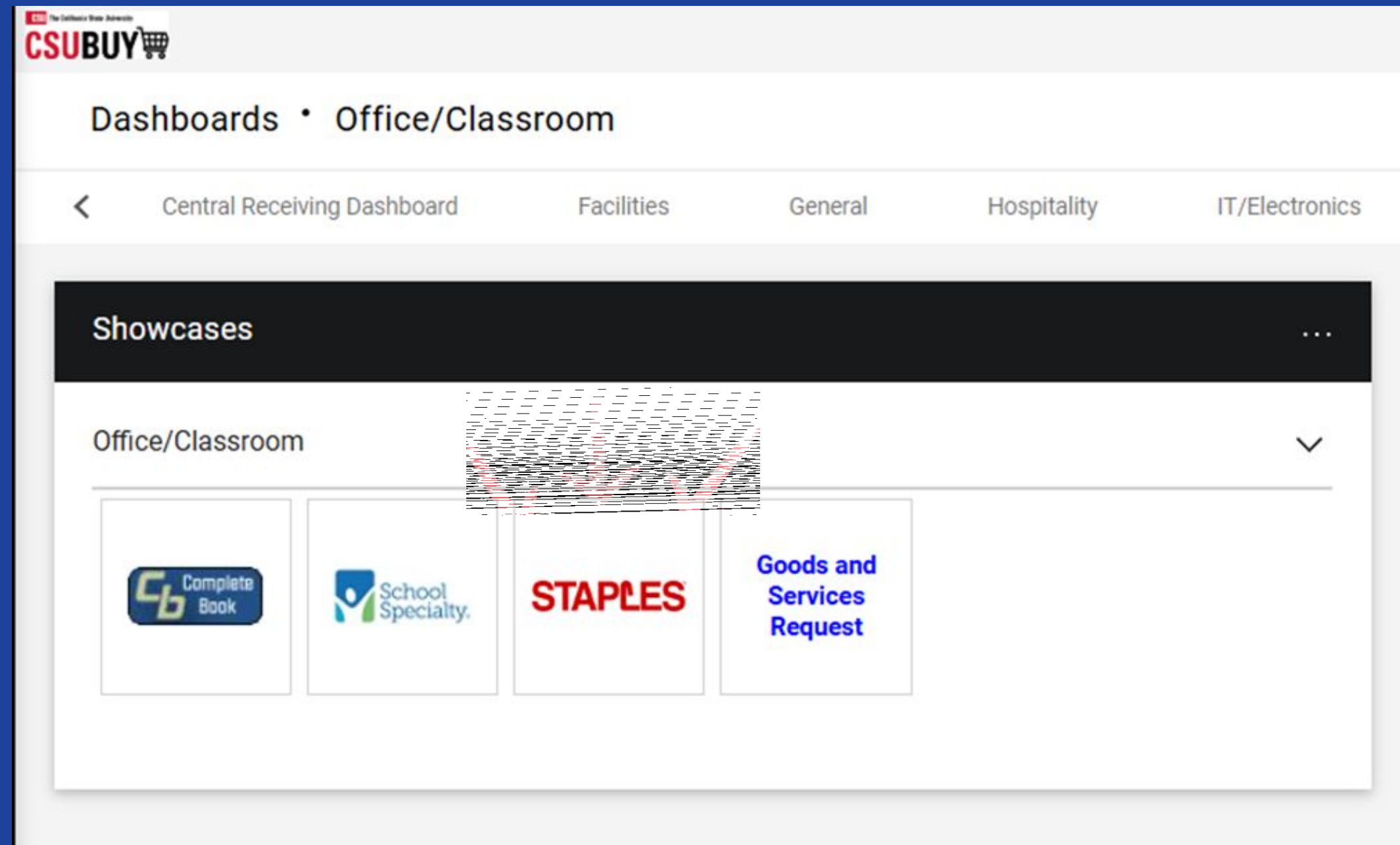
Recommended Formatting Example

“Anthony Diaz - DAS117” or “Anthony Diaz - DAS Rm 117”

✓ clear recipient + clear campus location

Open Staples in CSUBUY

Go to Dashboard - Office/Classroom form, select the Staples tile.



Confirm your Staples Account

Confirm that you are working in the correct Staples account.

The screenshot displays the Staples Business website interface. At the top, the Staples Business logo is on the left. In the center, a large black arrow points to the 'Hi, Account' link, which is accompanied by a person icon. To the right of 'Hi, Account' are links for 'Orders Purchase History' (with a shopping bag icon), 'Lists 35 Saved Lists' (with a list icon), and 'Deliver To San Jose, CA' (with a truck icon). A shopping cart icon with a red '2' badge is on the far right. Below the top navigation bar is a red header with 'Solutions' and 'Shop' on the left, a search bar with the text 'Search' in the center, and a 'Help' link with a question mark icon on the right. The main content area is divided into two columns. The left column is titled 'PURCHASE HISTORY' and includes a green 'Delivered' status box, the text 'Delivery by: Sep 11', and the order number '244663189'. It also features images of a Sharpie calculator and a box of Sharpie markers. A link 'All orders' is positioned to the right of the purchase history section. The right column is titled 'QUICK LINKS' and contains links for 'Lists' (with a list icon), 'Chat' (with a speech bubble icon), 'Quick Order' (with a shopping bag icon), and 'My Print Center' (with a printer icon).

Staples Business.

Hi, Account

Orders Purchase History

Lists 35 Saved Lists

Deliver To San Jose, CA

Solutions Shop

Search

Help

PURCHASE HISTORY

Delivered

Delivery by: Sep 11

Order #: 244663189

All orders

QUICK LINKS

Lists

Chat

Quick Order

My Print Center

Review the Shopping Cart

After selecting your supplies, review the cart, and continue toward checkout

CSUBUY

Shopping Cart • Shopping Cart [Guide Me](#)

Go to: [Favorites](#) Browse: [Suppliers](#) | [Categories](#) | [Contracts](#)

Simple Advanced

Search for products, suppliers, forms, part number, etc.

Cart Name: 2026-09-30 80000000613 01 *

Deliver To Location: Search (Required)

1 Item

Staples Inc • 1 Item • 11.40 USD

SUPPLIER DETAILS San Jose State University (SJX00-3) : PO Box 660409, Dallas, Texas 75266-0409 United States

Contract no value

Need to make changes? [MODIFY ITEMS](#) | [VIEW ITEMS](#) Item(s) was retrieved on: 9/30/2026, 11:23:33 AM

- Staples Ultra Heavy-Duty Packing Tape, 1.88" x 54.6 Yards, Clear, 6/Roll Pack

Summary

Details

For Anthony Diaz

Total (12.23 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.

Subtotal ★	11.40
Sales Tax	0.83
Use Tax	0.00
Shipping	0.00
Handling	0.00
Total ★	12.23

* Remember to update your Cart Name

Review Address Information

Proceed to checkout and update the Address Information. Click the edit pencil.

The screenshot displays the CSUBUY Requisition 221808009 page. The top navigation bar includes the CSUBUY logo, a search bar, and a currency selector set to 12.23 USD. The main header shows the Requisition number and a 'Guide Me' button. The left sidebar contains various navigation icons. The main content area is divided into tabs: Summary, Taxes/S&H, PO Preview, Attachments, and History. The 'Summary' tab is active, showing 'General Information' and 'Address Information' sections. The 'Address Information' section is highlighted with a red box, and an orange arrow points to the edit pencil icon. The 'Address Information' section includes 'Ship To' and 'Deliver To' details. The 'Ship To' details include Attn: Anthony Diaz, SJSU - Receiving, 129 S 10th Street, San Jose, CA 95112-3619, United States. The 'Deliver To' details include 048-RCVNG_SJ000, SJSU - Receiving, Best Carrier-Best Way, and no value for Due Date. The 'Bill To' details include Accounts Payable, SJSU, 129 S 10th Street, San Jose, CA 95192-0041, United States. The right sidebar shows a 'Summary' section with a 'Draft' status and a list of issues to be corrected, including 'Required: Fund' and 'Be aware of these issues.' The bottom right corner shows a total of 12.54 USD and a small robot icon.

General Information	
Transaction Details	
Cart Name	2026-09-30 80000000613 01
Business Unit	SJ - San Jose State University P2P (SJX00)

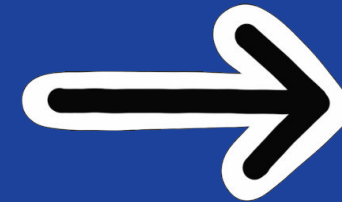
Address Information	
Ship To	
Attn:	Anthony Diaz
Address	SJSU - Receiving 129 S 10th Street San Jose, CA 95112-3619 United States
Deliver To	
Deliver To Location	048-RCVNG_SJ000 SJSU - Receiving
Ship Via	Best Carrier-Best Way
Due Date	no value
Bill To	
Accounts Payable	SJSU
Address	129 S 10th Street San Jose, CA 95192-0041 United States

PO Information	
Accounting Date	no value
PO Type	no value
Amount-Only / Blanket PO	×
Multi-Year PO	×
Reference ID	no value
Do Not Distribute	×

Summary	
Draft	
Correct these issues. You are unable to proceed until addressed.	
Required: Fund	
Please add a DeptID to the Chartfield(s) for this requisition.	
Be aware of these issues. You may review and proceed.	
Empty: DeptID	
Total (12.54 USD)	
Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes, budget checking, and workflow approvals.	
Subtotal	11.40
Sales Tax	1.14
Use Tax	0

Update the Attn Field

In the Current Address section, click the Attn field and add your building and room number after your name.



Edit Address Information [X]

Ship To ★

☒ **CURRENT ADDRESS** [Refresh]

Attn: ★	Anthony Diaz DAS 117	☐ Add to my addresses
Contact Line 2	SJSU - Receiving	
Address Line 1	129 S 10th Street	
City	San Jose	DAS 117
State	CA	
Zip Code	95112-3619	
Country	United States	

☐ **SJSU - Receiving** - Anthony Diaz, SJSU - Receiving, 129 S 10th Street, San Jose, CA 95112-3619, United States ★

Search additional [Magnifying Glass] Results Per Page 10 [Dropdown Arrow]

Deliver To

★ Required fields

Save **Close**

Staples Shipping Label

The recipient's name and campus delivery information appear on the shipping label.



Please remember to include your building and room number in the Attn field.

Example: Anthony Diaz - DAS 117

In CSUBUY all extended zips begin with a D. Example: ext zip 0001 will be listed as D0001



Distribution Support & Questions

For any questions regarding Shipping Support please contact:

Phil Perez

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Concur Tips and Tricks Shift to Workshop and Office Hours

Kim Gamblin; Sara Tipton-Perez, and Sara Bonakdar

Hot Topics



1. Concur Toolkit

For campus-specific guidance on Concur, be sure to visit our Concur Toolkit



2. Create Your Profile

Make sure to complete all aspects of your profile for Travel purposes. This includes updating your automobile information, personal information, TSA Pre-Check, Frequent Flyer, etc.



3. Add Your Delegates

Assign delegates for anyone needing to review or access your travel or reimbursement requests.



4. Workshop & Office Hours

FinanceConnect will continue to provide weekly workshops and open labs for Concur:

- Open Lab: Wednesdays from 10:00 AM – 11:00 AM
- Workshops: Fridays from 2:00 PM – 3:00 PM

Concur Lingo



CTA Card-CBT

Direct bill to your Concur account using SJSU's ghost credit card



Allocations

The method for charging a specific chartfield in Concur.



Requests

Getting Pre-Authorization in Concur

- Employee Request, Travel
- Employee Request, Travel (Local/Mileage)
- Non-Employee Request
- Hospitality Justification Form
- Credit Card Service Request



Expense Reports

Processing a Reimbursement or ProCard Reconciliation

- Employee Expense Non-Travel (reimbursement)
- Employee Expense Travel
- Employee Expense Travel (Local/Mileage)
- Non-Employee Expense - any reimbursement to a non-employee
- ProCard Reconciliation

Expense Reconciliation

Optimal Submission Timing



Expenses may take several business days post-trip to fully populate in Concur. It is recommended to wait until all pending transactions are available before finalizing your expense report.

Examples:

- Travel Card charges
- Travel expenses made with the Concur Booking Tool or Christopherson Travel Agency (These utilize the CTA Card-CBT account)

Secondary Reconciliations



If an expense report is submitted prior to all charges updating in Concur, any late-arriving transactions will require a secondary reconciliation report to clear.





Concur Questions

For any questions regarding Travel or Employee Reimbursement please contact:

FinanceConnect or Payment Services

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ProCard Statements

Janet Sundrud



ProCard Approvals

Why am I being asked to approve someone's ProCard Statement?

- Some transactions originate from university service departments (Procurement, Payments & FD&O).
- DOA Approvers are added to the workflow based on the Dept IDs being charged.

What am I reviewing for?

- Ensure that you recognize the expense and it belongs to your Dept ID.
- Reach out to the cardholder if you have questions about the expense.

Am I really paying *that* \$\$\$ amount?

- *Maybe Not* - You need to verify which transaction(s) are posting to your Dept ID and confirm the amount.

ProCard Approvals

← Back to Report List

ProCard: 06/24 - 07/23

1

Summary Details▼ Receipts▼ Print / Email▼

Expenses

Report

- Report Header
- Totals
- Audit Trail
- Approval Flow
- Comments

Allocations

2 Allocations

View▼ <<

for	Last Name	First Name	C

Summary

Report Summary

Report Totals

Open the ProCard Statement

Click on “Details”
Then “Allocations”

ProCard Approvals

Allocations for Report: ProCard: 06/24 - 07/23

Expense List

Allocate Selected Expenses Clear Selections **3** Summary

Select Group ▼

☐ Date	Expense Type	Group	Amount
☐ 07/10/2026			

Click on Summary.

Find your Dept ID and review the transaction and the amount.

Return to Allocations and lookup the Expense Type by amount.

Allocation Summary **4**

Business Unit	Fund	Department	Project	Program	Class	Amount
(SJ000) San J...						

ProCard Approvals

You can also review this information by looking up the Statement Report:

- Click on Print/Email
- Click on ProCard Statement Printed Reports
- Find your Dept ID
- Review the transaction

ProCard: 06/24 - 07/23

Summary

Details ▼

Receipts ▼

Print / Email ▼

1
2

ProCard Statement Printed Reports

Lab/Scientific Supplies

Transaction Date	Expense Type	Vendor	Enter Vendor Name	City of Purchase	Payment Type	Amount	Approved Amount	*# of Rooms	*Distance / Sales Tax Paid (PCard)	*Event Type/Lodging Type	*NEW Catering-ABC License?	*NEW Gift Type / Onsite / Offsite / Supplier licensed?	*NEW Meal Type / Reason for Gift / Approver Logo?
07/10/2026					ProCard						No		

Account Code : 660003

Average Cost Per Attendee : \$0.00

*Business Unit	*Fund	*Department	*Project	*Program	*Class	Approved Amount
San Jose State University						
Account Code 660003						Approved Amount

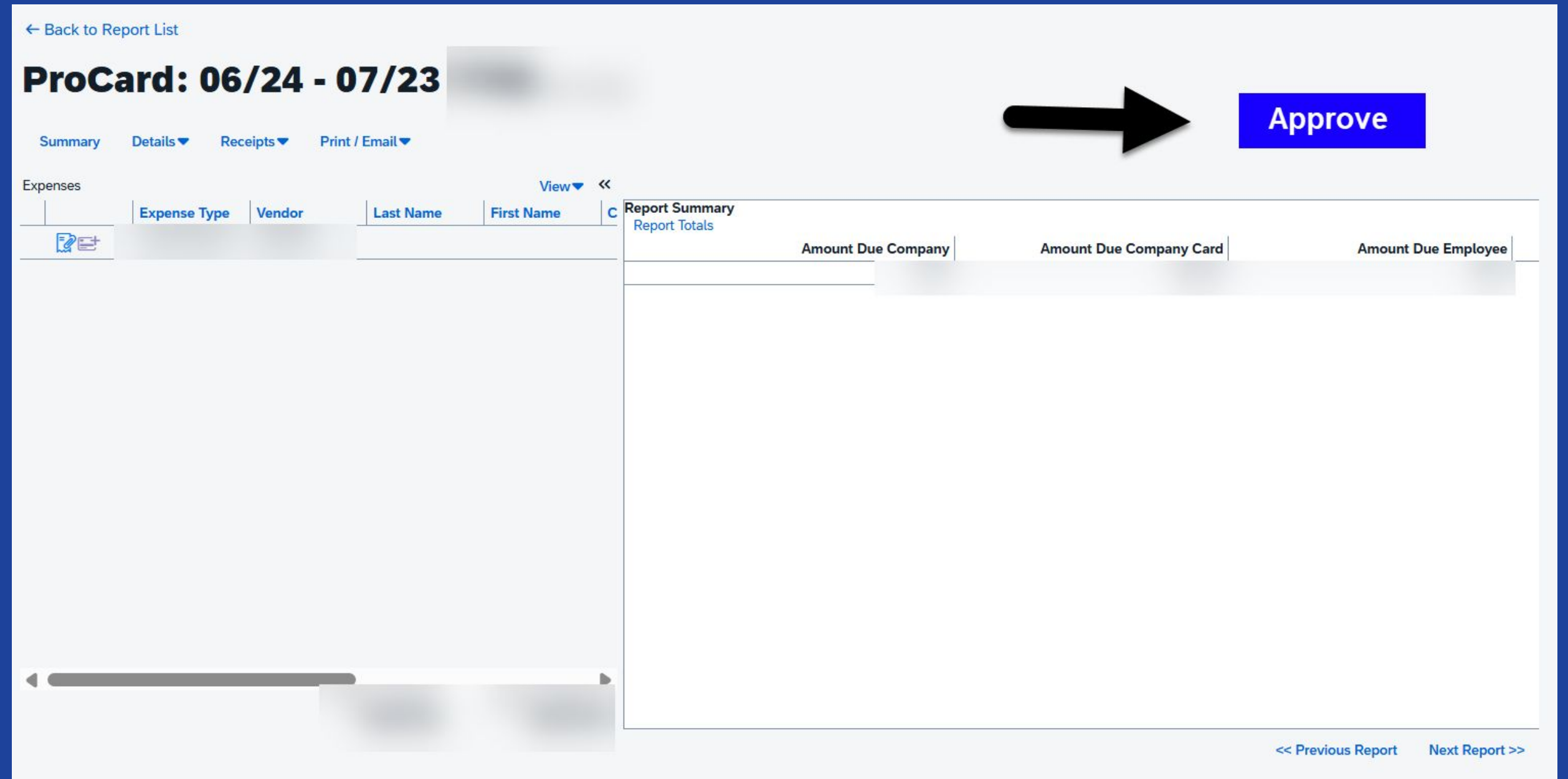
ProCard Approvals

Return to the main page.

Follow up with the cardholder if you have questions.

Consider adding comments.

Click on the Approve button.



The screenshot displays the ProCard Approvals interface. At the top, there is a link to "Back to Report List" and the report title "ProCard: 06/24 - 07/23". Below the title are tabs for "Summary", "Details", "Receipts", and "Print / Email". A large black arrow points from the "Details" tab area to a blue "Approve" button. The main content area is divided into two sections: "Expenses" on the left and "Report Summary" on the right. The "Expenses" section has a table with columns for "Expense Type", "Vendor", "Last Name", and "First Name". The "Report Summary" section has a table with columns for "Amount Due Company", "Amount Due Company Card", and "Amount Due Employee". At the bottom right, there are links for "<< Previous Report" and "Next Report >>".

Expense Type	Vendor	Last Name	First Name
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Amount Due Company	Amount Due Company Card	Amount Due Employee
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Hospitality in Concur

Adding Hospitality Justification Form to a ProCard Statement Report

The way hospitality justification forms are associated with a ProCard Statement Report is different from the Travel and Non-Travel Expense Report. Use only this method of associating the Hospitality Justification Form with your ProCard statement / expense report.



1. Save Request as PDF

From the approved Hospitality Justification Form request, select Print/Share to save the request as a PDF.



2. Attach to ProCard Statement Report

In the ProCard Statement Report, when a hospitality expense is reconciled, attach the PDF copy of the related hospitality justification form, on the Report Summary page, under Manage Receipts > Manage Attachments.



Please refer to the [Concur Toolkit](#)



ProCard Questions

For any questions regarding ProCard Statements please contact:

FinanceConnect or Payment Services

SAN JOSÉ STATE UNIVERSITY

Travel Hotel/Lodging with Instant Card

Kim Gamblin



Travel Approval

Can I submit a request for an Instant Card before I get my travel approved?

NO

Approval Required First

Obtain official approval for your **Travel Request** before submitting a Hotel Instant Card request.

Unapproved travel requests cannot be processed for card issuance.

When to Submit

Once approved, Instant Card requests may be submitted:

- **Well in advance** of your upcoming trip
- **Within 1 week** of the hotel stay, if required
- **Allow 1 week processing time**; urgent turnaround requests are discouraged.



Hotel Payment Options



Travel Card

Official university travel card for pre-approved business travel expenses.



Instant Card

Virtual card option accessible via mobile app for convenient lodging payment.



Personal Funds

Out-of-pocket payment method eligible for reimbursement after trip completion.

Note: Hotel reservations can be secured, but not prepaid, using the Concur Booking Tool

<https://www.sjsu.edu/fabs/services/travel/prepayment.php>

Pay with Instant Card

Domestic Travel - Hotel Instant Card Request Form*

1 Virtual Card

Issued digitally for instant, secure payment processing directly to travel vendors.

2 Requires Instant Card Mobile App

Must have the designated US Bank Instant Card mobile application installed to access card details.

3 Self-Check-In Works Best

Utilize the Hotel App for seamless self-check-in experience upon arrival.

4 Credit Card Authorization

*Ask the hotel for a Credit Card Authorization Form when all else fails.

5 Upload Receipt

Submit receipt to Travel Expense (TE) immediately upon trip completion.

6 Processing Time

Allow at least 1 week lead time for complete request processing.





References

- [Hotel Instant Card Request Form](#)
- [Concur Toolkit](#)



Concur Questions

For any questions regarding Travel or Employee Reimbursement please contact:

Payment Services or FinanceConnect

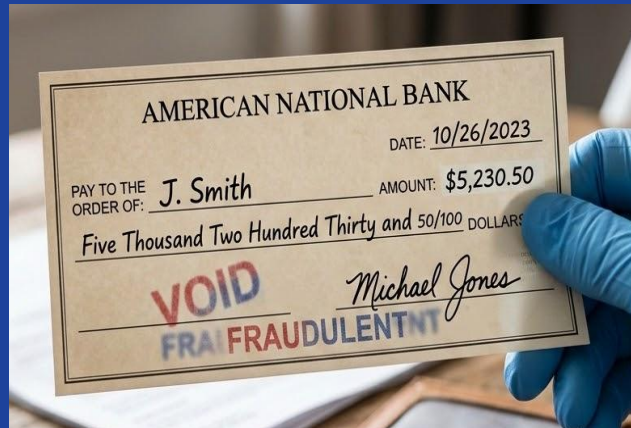
SAN JOSÉ STATE UNIVERSITY

CSU Fraud Trend Awareness Briefing

Ricky Lee



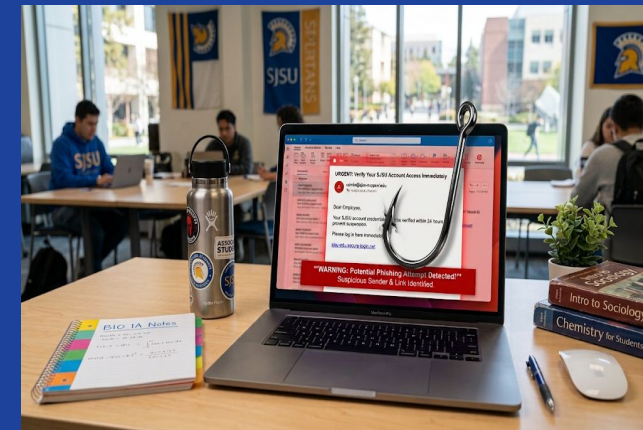
CSU Fraud Trend Observed



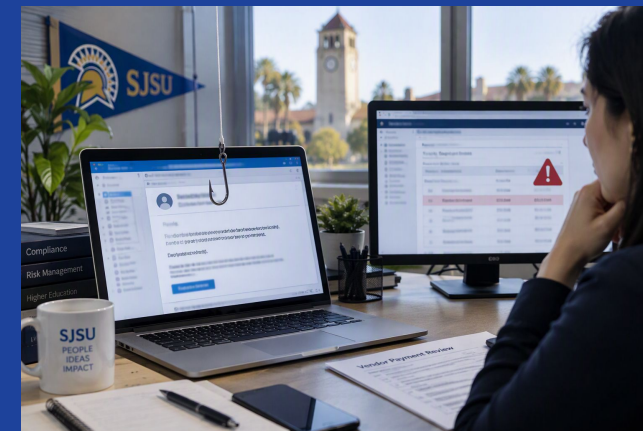
1. Check Fraud & Positive Pay Circumvention



2. Ghost Student Financial Aid Fraud



3. Student Financial Aid Phishing Attacks



4. Supplier and Vendor Fraud

1. Check Fraud & Positive Pay Circumvention

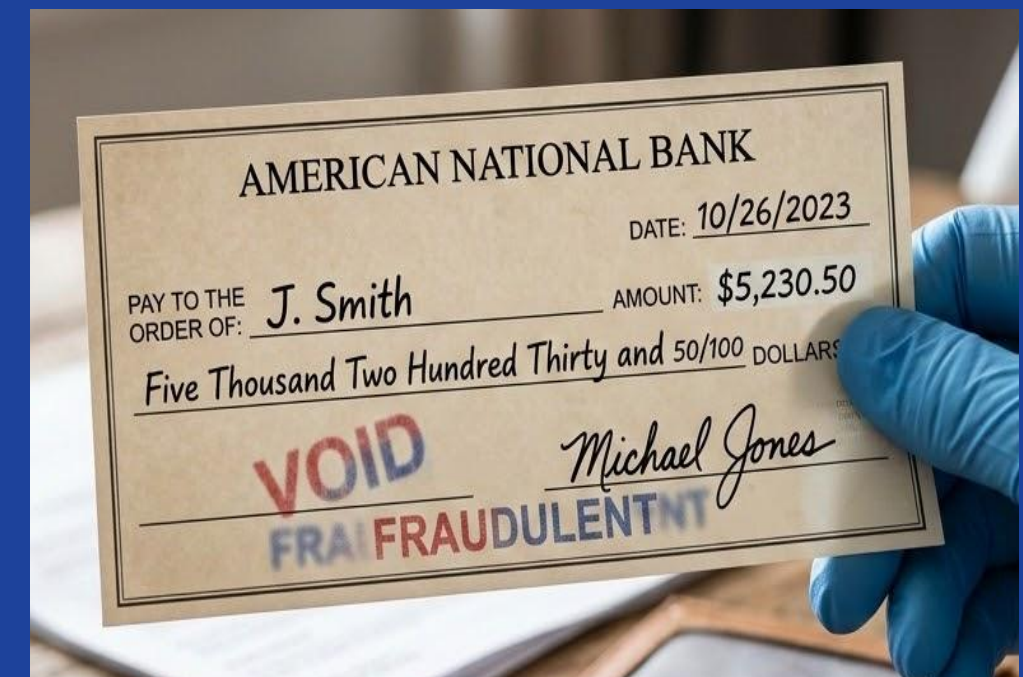
Check Fraud & Positive Pay Circumvention

Observed Trends

- Recent surge in fraud involving the theft and alteration of paper checks.
- Fraudulent actors, in some cases, have been able to circumvent positive pay controls.

What We All Can Do

- ✓ **Utilizing electronic payment options** (e.g. ACH and direct deposit).
- ✓ **Be cautious** of requests that attempt to bypass normal process or approvals.
- ✓ **Speak up** when a financial transaction or request seems unusual or inconsistent.



2. Ghost Student Financial Aid Fraud

Ghost Student Financial Aid Fraud

Observed Trends

- Cybercriminals create fraudulent student account using stolen identities to apply, enroll in classes, submit Free Application for Federal Student Aid (FAFSA), and obtain federal financial aid.
- Potential Institutional Impact: Repayment obligations, reputational damage, increased scrutiny from regulators.

What We All Can Do

- ✓ **Be alert** to situations where an individual appears engaged on paper but not in practice.
- ✓ **Verify identity and supporting documentation** when reviewing applications, requests, or eligibility for university programs and services.
- ✓ **Raise concerns** when information appears inconsistent, incomplete, or unusual.



3. Student Financial Aid Phishing Attacks

Student Financial Aid Phishing Attacks

Observed Trends

- Phishing emails target students attempting to steal log-in credentials and redirect funds.

What We All Can Do

- ✓ **Think** before clicking links or opening unexpected attachments.
- ✓ **Protect** your credentials and use multi-factor authentication when available.
- ✓ **Report** suspicious emails, texts, or account activity promptly.



4. Supplier and Vendor Fraud

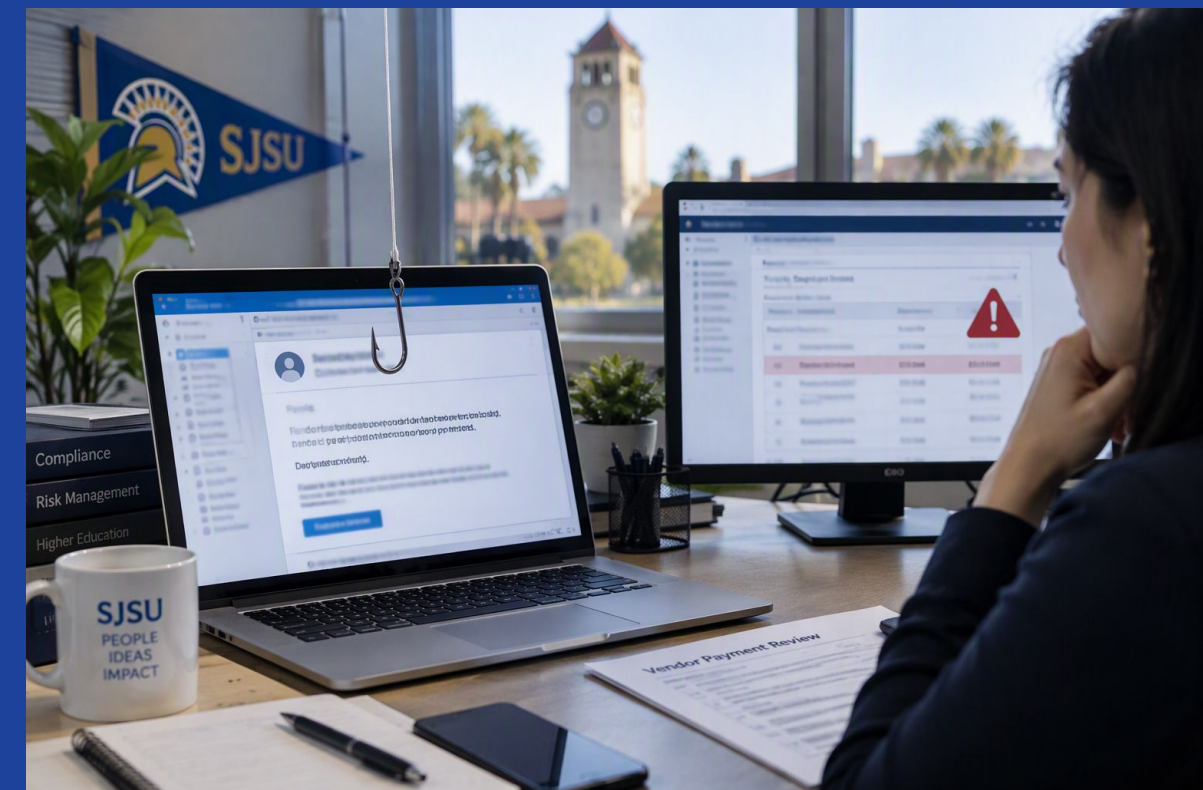
Supplier and Vendor Fraud

Observed Trends

- There have been attempts to compromise university vendor payments by impersonating legitimate vendors to alter payment information.

What We All Can Do

- ✓ **Be Cautious** when receiving requests involving payment or banking information.
- ✓ **Independently verify** unusual or urgent requests before taking action.
- ✓ **Follow established approval and verification procedures.**





Fraud Concerns

To discuss any concerns of fraud involving the university, please contact:

Ricky Lee



Thank you and Feedback Survey



Q and A

Finance and Business Services



Telephone
408-924-1558



Email
financeconnect@sjsu.edu



Website
sjsu.edu/fabs

