CSS Business & Financial Services
Service Menu Guide
(Support of procurement, travel & entertainment and recharge)

<table>
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<tr>
<th>CSS Activity</th>
<th>Role of Unit</th>
<th>Role of CSS</th>
<th>Role of Central Campus</th>
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<tbody>
<tr>
<td>Procurement and AP</td>
<td>• Request purchase&lt;br&gt;• Provide chartfields&lt;br&gt;• Authorize purchase&lt;br&gt;• Receive physically and electronically bluCard and Entertainment card administration and reconciliation for non-CSS cards&lt;br&gt;• Maintenance of pre-existing procurement systems and files</td>
<td>• Verify/enter chartfields&lt;br&gt;• Verify data&lt;br&gt;• Obtain necessary information to complete requisition&lt;br&gt;• Verify that cart supports procurement initiatives&lt;br&gt;• Confirm if buyer intervention is required&lt;br&gt;• Verify quotes&lt;br&gt;• Review purchase for available contracts and/or discounts&lt;br&gt;• Create requisition&lt;br&gt;• Determine appropriate purchasing method (BearBuy or bluCard)&lt;br&gt;• Reconcile bluCard purchases for CSS purchases only&lt;br&gt;• Communicate with requestor as necessary&lt;br&gt;• Approve requisitions based on prior agreements with CSS&lt;br&gt;• Prepare match exceptions&lt;br&gt;• Prepare change orders&lt;br&gt;• Approve vouchers&lt;br&gt;• Communicate requisition comments&lt;br&gt;• Collect and organize documentation and requests&lt;br&gt;• Outstanding invoice and vendor research&lt;br&gt;• Vendor setup and updates</td>
<td>• Manage overall procure to pay process in coordination with Disbursements&lt;br&gt;• Audit bluCard purchases&lt;br&gt;• Negotiate procurement contracts with vendors&lt;br&gt;• Manage strategic sourcing contracts&lt;br&gt;• Maintain procurement systems&lt;br&gt;• Receive invoices&lt;br&gt;• Create vouchers&lt;br&gt;• Issue payments to vendors</td>
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| Travel and Entertainment (T&E) | • Gather receipts and route to CSS for processing (scan and provide electronic file to CSS if possible)  
• Approve travel and travel reimbursement documentation  
• Provide exceptions approval  
• Follow up with requested documentation  
• Adhere to policies and guidelines | • Collect receipts (campus mail or electronic files)  
• Prepare travel and entertainment forms-process for payment  
• Adhere to all applicable policies and procedures  
• Obtain approval  
• Process payment/reimbursement requests | • Issue payment to traveler/ requester  
• Provide policy oversight |
| Recharge              | • Create rates by following recharge policies  
• Submit annual self-certifications  
• Make recharge request  
• Reconcile to GL  
• Issue invoices to external clients | • Oversee recharge policy and guidelines  
• Review, approve or reject deficit waiver requests  
• Provide expert guidance on recharge matters  
• Review annual self-certifications  
• Approve new recharge rates  
• Review of Surplus/Deficit Balances  
• Recharge Training on Costing Policies  
• Process Recharge Journals  
• Update invalid chartstrings  
• Prepare Statements/Invoices | • Recharge Committee acts in an advisory capacity for developing the University recharge policies and procedures. |