CSS Business & Financial Services
Service Menu Guide

Support of procurement (purchasing), accounts payable (AP) and travel & entertainment (T&E)
Updated June 2017

<table>
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| Procurement and AP | • Request purchase  
• Provide chartfields  
• Authorize purchase  
• Receive physically and electronically bluCard and Entertainment card administration and reconciliation for non-CSS cards  
• Maintenance of pre-existing procurement systems and files                                                                                                                                                                                                                          | • Verify/enter chartfields  
• Verify data  
• Obtain necessary information to complete requisition  
• Verify that cart supports procurement initiatives  
• Confirm if buyer intervention is required  
• Verify quotes  
• Review purchase for available contracts and/or discounts  
• Create requisition  
• Determine appropriate purchasing method (BearBuy or bluCard)  
• Reconcile bluCard purchases for CSS purchases only  
• Communicate with requestor as necessary  
• Approve requisitions based on prior agreements with CSS  
• Prepare match exceptions  
• Prepare change orders  
• Approve vouchers  
• Communicate requisition comments  
• Collect and organize documentation and requests  
• Outstanding invoice and vendor research  
• Vendor setup and updates                                                                                                                                                                                                                                                                  | • Manage overall procure to pay process in coordination with Disbursements  
• Audit bluCard purchases  
• Negotiate procurement contracts with vendors  
• Manage strategic sourcing contracts  
• Maintain procurement systems  
• Receive invoices  
• Create vouchers  
• Issue payments to vendors                                                                                                                                                                                                                                                                                                                                 |
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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 |