



Dear Colleagues,

In supporting your needs to comply with the shelter in place order and continue to effectively submit information for processing essential purchases and expenses, the Accounts Payable and Purchasing departments have developed the following temporary procedures:

Submission of Expense Reports- Expense reports with appropriate receipts can be emailed to accounts.payable@stmarys-ca.edu either by scan or photo copy. Where possible, please convert all receipts to PDF format. We recommend downloading a free PDF app called "Tiny Scanner" to convert your photos to a PDF. For internal control and auditing purposes, photo copies that cannot be converted must be clear and legible. Illegible receipts submitted may cause delays in processing. Please obtain an approval email from your supervisor and include it with the expense report and receipts.

Submission of Check Request, Cash Advance and Purchase Order Requisition Forms- Download the appropriate form from the Accounts Payable website. You can then complete the form with the necessary information and email to accounts.payable@stmarys-ca.edu. The required authorization(s) will be obtained by Accounts Payable. Please review instructions for completing the form on the Accounts Payable-Frequently Accessed Forms and Procedures website. Please be reminded that you must complete and submit a purchasing requisition for any purchases over \$3,000.

CAR/Contract Submission- A fully completed CAR form, that contains the GL funding source and all appropriate signatures or email approvals, can be combined with the appropriate contract agreement and be emailed to Ann Tomaselli at amt19@stmarys-ca.edu. A fully executed copy of the agreement and CAR form will be emailed to you.

We ask that you allow 7-10 business days for the completion of any of the above processes. You can locate all forms and instructions by going to the staff portal and clicking on the Accounts Payable link and accessing - *Frequently Accessed Forms and Procedures* section.

We would also like to remind you of the request made by Susan Collins and Margararet Kasimatis in their March 31, 2020 email to review your departmental budgets for potential savings from unused budget allocations and to limit your spending to essential purchases against the FYE 2020 operating budget. At this point, all travel has been canceled, as well as local in person meetings being prohibited by the County. The savings in budgeted expenses will provide an offset to the lost revenue and added expenses the College has incurred as a result of the COVID- 19 pandemic.

Should you have any questions with regard to these procedures, please contact Gary Stewart at gbs2@stmarys-ca.edu or Joe Rosa at jtr2@stmarys-ca.edu.