



Business Services

Contact Information

[Jonah Nicholas](#), Vice Chancellor

[Daniela Ballif](#), Director

[Dawn Neideffer](#), Executive Assistant

[Joanne Bishop-Wilbur](#), Senior Administrative Assistant

Ph: 925.485.5201 | Fx: 925.485.5255

Click the logo below for the **Classified Leadership Institute for Professionals** website



Resources:

[ORG CHART:-Business Services, District Office](#)

[BOARD ITEMS: Deadlines to Submit Business Services Board Items](#)

[Newsletter Archives](#)

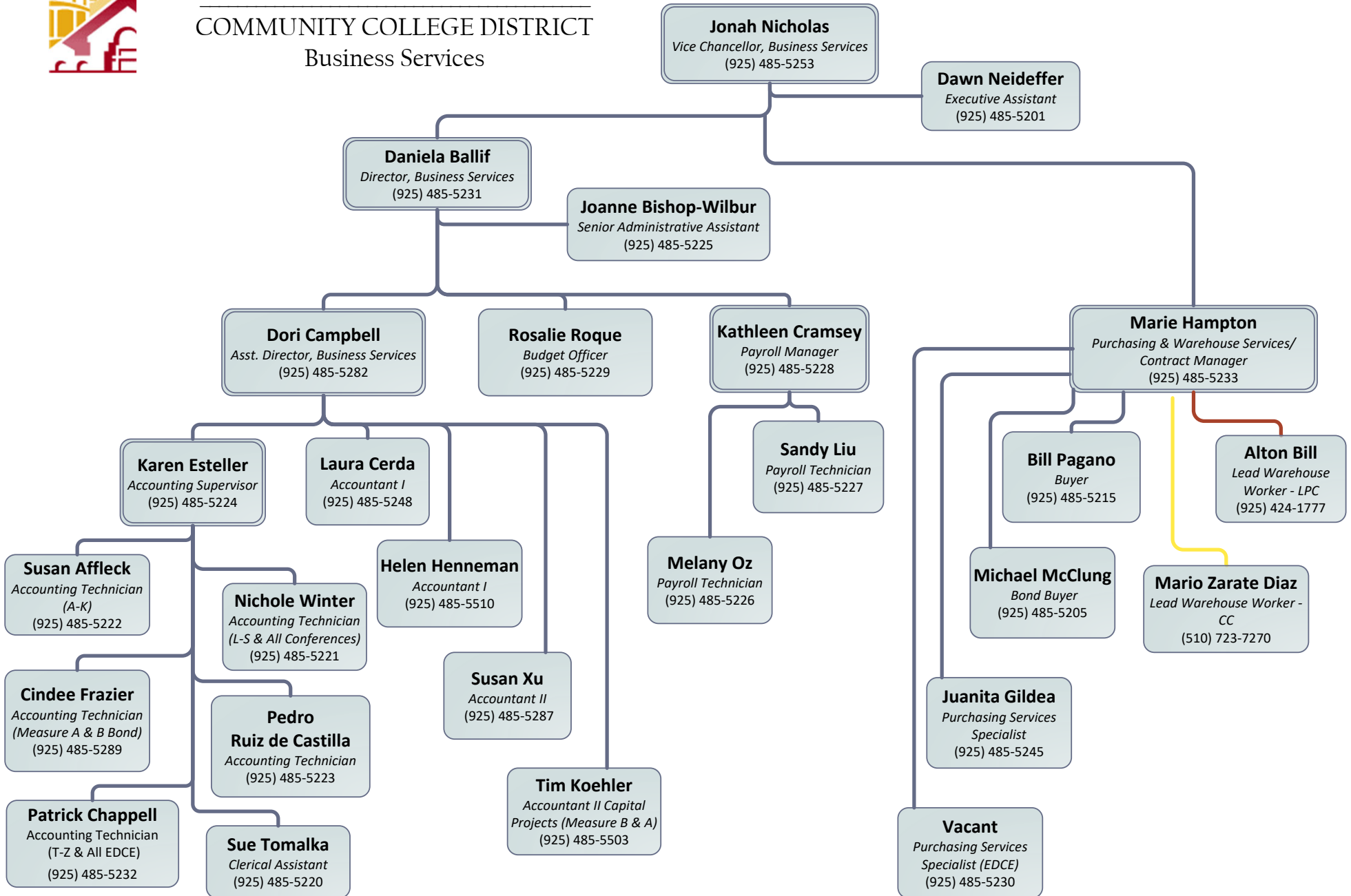
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7600 Dublin Blvd., 3rd Floor, Dublin, CA 94568 District Related Questions - (925) 485-5208



CHABOT – LAS POSITAS

COMMUNITY COLLEGE DISTRICT

Business Services





Business Services

Business Services Guide

Accounts Payable

About Accounts Payable

Accounts Payable professionals disburse payments. They are the last step in the purchasing process. All approvals, e.g. purchase orders, receiving, evidence of service performed, must be complete at this point prior to disbursing funds. Account Payable professionals are responsible for paying vendor invoices, not authorizing payments. They also handle payments for travel and conferences and employee reimbursements.

In order to ensure the safeguarding of assets, Accounts Payable professionals perform the following:

- Match invoices to receiving documents and purchase orders
- Review travel expense reports
- Follow up on discrepant invoices
- Determine if payments are reportable to the IRS (1099-MISC) and flag accordingly
- Ensure that proper sales or use tax has been applied
- Review vendor statements (summary of unpaid invoices) and address accordingly
- Respond to vendor inquiries

It is the policy of the District to pay all invoices within 30 days of the invoice date.

What Is the Accounts Payable Process?

For goods and services procured through the purchasing process (i.e. generation of a purchase order), the Accounts Payable process is as follows:

- For goods received:
 - Accounts Payable receives an invoice from the vendor
 - Accounts Payable compares the invoice to the PO to confirm whether the amount is within a reasonable tolerance level (10% to allow for tax and shipping variances)
 - Accounts Payable checks if warehouse has received goods in Banner
 - Accounts Payable enters the invoice into Banner, along with scanning the invoice into Banner
- For services rendered:
 - If the vendor sends Accounts Payable the invoice, it will be routed to the department for authorization
 - When the department receives the invoice, normally directly from the vendor, the department must:
 - Ensure that the purchase order number is noted on the invoice
 - Sign the invoice authorizing payment
 - Forward the invoice to Accounts Payable
 - Accounts Payable enters the invoice into Banner, along with scanning the invoice into Banner

Employee Reimbursements

All purchases should be made through the purchasing process. Although not encouraged, it may be necessary, on rare occasions, for an employee to purchase goods on behalf of CLPCCD. **Employees will not be reimbursed for any payment of professional services, e.g. stipends, honoraria, consulting;** instead the [Contract for Services](#) process must be utilized.

Accounts Payable will reimburse employees for incidental purchases made on behalf of CLPCCD when the employee submits a [Disbursement Request](#) form and an original, itemized receipt. **An employee may not authorize a reimbursement to him/herself; instead, the employee's supervisor must sign the Disbursement Request form.**

Direct Payment

The purpose of generating a purchase order is to create a contract between CLPCCD and the vendor. CLPCCD promises to pay the vendor for the goods or services as long as the vendor delivers the product or renders the service according to the terms and conditions of the purchase order. A purchase order protects not only CLPCCD but also the vendor because a purchase order constitutes a contract between the two parties.

There are occasions where it is not necessary to generate a purchase order, especially when the vendor doesn't deliver a good or render a service in the traditional sense. Examples of when a direct payment is appropriate are:

- Conference registrations
- Magazine or newspaper subscriptions
- Employee/travel reimbursements
- Institutional memberships (the District does not pay for individual memberships)
- Travel advances

Submit a [Disbursement Request](#) form, along with the appropriate paperwork (conference registration form, magazine or subscription notice, original receipt, membership invoice, etc.) to Accounts Payable.

Types of Checks That Accounts Payable Disburses

[Accounts Payable Check Run Processing Schedule](#)

Vendor Payments and Employee Reimbursements

Accounts Payable processes vendor payments and employee reimbursement checks generally every Friday. **It is the policy of the District to pay all invoices within 30 days of the invoice date.**

For internal control reasons, all vendor checks will be mailed directly from Accounts Payable. Checks may not be picked up by vendors or district employees.

Student Enrollment Refunds

Admissions & Records processes student enrollment refunds, which are transmitted electronically through to Accounts Payable. Student enrollment refunds are included in

the regular accounts payable check runs. College refund policies can be found [here](#) for Chabot College and [here](#) for Las Positas College.

Financial Aid

The college Financial Aid Office processes the student financial aid awards, which are transmitted electronically through **Banner**. A separate disbursement schedule for Financial Aid is posted on the college Financial Aid Office web site.

- [Chabot College Financial Aid](#)
- [Las Positas College Financial Aid](#)

Cash Requirements

District Business Services will ensure that adequate cash exists in the county treasury prior to signing off on the Accounts Payable check run. In the case of student financial aid, District Business Services will ensure that adequate cash will exist in the local bank account by the time funds are released to the students.

Contact Information

Please send all invoices and payment requests to
AccountsPayable@clpccd.org

Please put Vendor name in Subject line, so it can be distributed to the correct AP Technician

Contact [Susan Affleck](#) at (925) 485-5222 for vendor names A-K and employee reimbursements, last names beginning A-K. Susan also handles LPC revolving cash, and Amazon.

Contact [Cindee Frazier](#) at (925) 485-5289 for Measure A and B Bond vendors. Cindee also processes scheduled maintenance, Office Depot, Public Law Agency Group, and Ricoh.

Contact [Nichole Winter](#) at (925) 485-5221 for vendor names L-S and employee reimbursements, last names beginning L-S. Nichole also handles conference expenses A/C 5220, travel expense claims 5210, Benefits (Kaiser, Anthem Blue Cross, CCIG), all Models, and FedEx invoices. Cash Deposits, Cash Journals, CC Cash Accountability Report, and CC Parking Permit Report.

Contact [Patrick Chappell](#) at (925) 485-5232 for vendor names T-Z and employee reimbursements, last names beginning T-Z. Patrick also processes Contract Ed Invoices, CC Revolving Fund, all District Utilities (AT&T, CALNET, Nextel, Sprint, Spurr, PG&E, City of Livermore, City of Pleasanton, Hayward Water Systems), retiree Medicare reimbursements, and TSA payments (in lieu of health benefits).

Contact [Karen Esteller](#) at (925) 485-5224 for enrollment fee refunds and all other questions regarding Accounts Payable.



Business Services

Business Services Guide

Accounts Receivable

What Are Accounts Receivable's Primary Functions?

The Accounts Receivable department generates invoices and mails them to our clients. In the event either college generates its own invoices, a copy of the invoice is sent to District Business Services so the amount can be entered into **Banner**. This ensures that our financial statements contain all receivables due the District.

We process invoices for:

- Grant activities
- Facilities use activities
- Fee-for-service programs, such as Contract Education and Economic Development
- Miscellaneous invoicing
 - Property damage recovery
 - Student debts

In addition to generating invoices, Accounts Receivable professionals process and facilitate the following:

- COBRA benefit payments
- Insufficient funds checks from students or outside parties
- Third party billing
- Chancellor's Office Tax Offset Program (COTOP)

Grants Receivable

Upon award of the grant and acceptance by the Board of Trustees, invoices are generated based on information provided by the Project Director/Program Manager and based on financial information recorded in **Banner**. In order to ensure timely receipt of funds, the [Standard Request for Billing](#) form must be completed in its entirety. Departments that prepare an invoice using grantor specifications/forms must also prepare the Standard Request for Billing form and submit a copy of the form and all supplemental documents to Accounts Receivable and the Budget Officer. Upon receipt of the form, Accounts Receivable will generate an invoice and send it to the external party with a copy to the Project Director/Program Manager. Please refer to the Categorical Programs section for grant procedures.

Facilities Use Receivables

Departments managing use of facilities, e.g. Performing Arts Center, Athletics, must submit a [Standard Request for Billing](#) form in its entirety to Accounts Receivable. Upon receipt of the form, Accounts Receivable will generate an invoice and send it to the external party with a copy to the initiating party.

Fee-for-Service Programs (Contract Education and Economic Development)

Contract Education prepares the [Standard Request for Billing](#) form and submits it to Accounts Receivable. Upon receipt of the form, Accounts Receivable will generate an invoice and send the invoice to Contract Education for mailing. Accounts Receivable retains a copy of the invoice.

Miscellaneous Invoicing

Departments that need to charge amounts for activities, services, or circumstances not described above shall use the [Standard Request for Billing](#) form. These are for invoicing items such as property damage, restitution, student debts, etc. Upon receipt of the form, Accounts Receivable will generate an invoice and send it to the external party with a copy to the department.

Student Enrollment Fee Refunds

Student enrollment fee refunds are processed at the college. Refer to the [Chabot College web site](#) or the [Las Positas College web site](#) for the refund policy and instructions on how to apply for a refund. Refunds usually take up to 30 days after submitting the form to Admissions & Records.

Employee Enrollment Fee Reimbursement

With proof of satisfactory completion, an employee may apply for an enrollment fee reimbursement, up to 10 semester units per year. Complete an [Enrollment Fee Reimbursement Application](#) at the end of each semester to apply for reimbursement. The amount of reimbursement per unit will be calculated at the prevailing California Community College unit cost or up to \$75 per unit for approved colleges and universities. The fund used to generate these reimbursements is limited to \$9,000 per year; therefore, reimbursements will be given on a first come, first served basis. Refer to section 15.9 of the [SEIU agreement](#).

COBRA Benefit Payments

Individuals that have left CLPCCD employment are eligible to continue with CLPCCD health and welfare benefits as prescribed by federal and state law. Individuals are responsible to pay for the full cost.

The Benefits Department generates and mails the invoices to the employees. They also generate a list of employees for Accounts Receivable to post in Banner. Any questions regarding COBRA benefit billings should be directed to the [Benefits Department](#).

Insufficient Funds Checks

Delinquent debts relating to insufficient funds (NSF) checks must be satisfied by cash or money order only. In addition, a \$25 fee is assessed to all NSF checks ([pursuant to Civil Code section 1719](#)), which is detailed on the letter generated from the Accounts Receivable Department.

Chancellor's Office Tax Offset Program (COTOP)

By the month of September each year, the colleges must notify Accounts Receivable of any student who is to be reported to COTOP. This enables the District to recover a portion or all of the debt, plus an additional 25% for processing costs through the student's state tax refund or lottery winnings. Refer to the [COTOP web site](#) for additional information. Students with questions regarding the recapture of financial aid debt through COTOP must contact the college Financial Aid Office. Questions about returned checks or any other questions about the COTOP program should contact Pedro Ruiz de Castilla.

Third Party Billing

The specific college generates the student information for third party billings. Upon receipt of the information, Accounts Receivable generates the invoice and mails it to the third party. Details associated with any questions regarding third party billing must be addressed to the college Admissions & Records Office.

Student Billing

The student billing process will be under review within the next year.

Advances/Loans to Employees

With the exception of a travel advance, no advances or loans will be extended to employees. This applies to undeposited funds as well. No cash advances may be given to employees from undeposited funds.

Contact Information

Please contact Pedro Ruiz de Castilla if you have questions regarding Accounts Receivable. He can be reached at (925) 485-5223.



Business Services Purchasing

New Vendor Application Process

Please submit the District's vendor profile application and IRS W-9 form to the District's Purchasing Department, in order to do business with the Chabot-Las Positas Community College District.

- Please click [here](#) to view and print our District's Vendor Profile Application
- Please click [here](#) to view and print the IRS W-9 Form to complete and submit with the Vendor Profile Form

Contact Information

For more purchasing information, please contact [Marie Hampton](#), Purchasing and Warehouse/Contract Manager
Chabot-Las Positas Community College District
District Office
7600 Dublin Blvd., 3rd Floor
Dublin, CA 94568
Phone: (925) 485-5233
Fax: (925) 485-5271

CLPCCD is a Victim of Identity Theft

This institution has an ongoing **identity theft problem**. The District's name, address, and officer's name are being used without our consent. To verify that you are truly conducting business with Chabot-Las Positas Community College District, please contact the District Office via the contact information **above**.

The **incorrect** contact information being used by the imposters is:

Chabot-Las Positas Community College District
7600 Dublin Blvd., 3rd Floor
Dublin, CA 94568-2944
Phone: does not match correct number above/ does not match correct number above
Email: purchasingdept@clpccd-ca.org

Authority to Contract for Construction

- [Public Works Contractor \(PWC\) Registration](#)
- [Uniform Public Construction Cost Accounting Act \(UPCCAA\)](#)
- [Project Stabilization Agreement](#)
 - [Amendment No.1](#)

Bidding Opportunities

The following documents require [Adobe Reader](#)

- [Invitation for Bid \(IFB\)](#)
- [Request for Proposals \(RFP\)](#)
- [Request for Quotes \(RFQ\)](#)
- Request for Informal Bids (RIB)
- [Request for Information \(RFI\)](#)

For more contract information, please click here for [Measure B Bond Projects](#)

[New 2021 Contract Bid Threshold, Annual Adjustment](#)

Public Contract Code (PCC) section 20651(a) requires the governing board of any community college district to competitively bid and award contracts involving an expenditure of more than \$95,200. This new bid threshold shall commence with the 2020 calendar year. The Procurement Guideline Matrix can be found in the Purchasing & Warehouse Services section of the Business Services Guide.

Purchase Order Terms and Conditions

The Chabot - Las Positas Community College District (hereinafter called "District") Purchase Order is issued with the following Standard Terms and Conditions:

By accepting a District Purchase Order, Seller agrees to comply fully with the Terms and Conditions of purchase set forth in the Terms and Conditions stated below. Acceptance of a District Purchase Order is expressly limited to the Terms and Conditions of the Purchase Order and none of the Seller's Terms and Conditions shall apply in acknowledging a Purchase Order or in the acceptance of a Purchase Order. Acceptance by District of the Goods or Services delivered under a Purchase Order shall not constitute agreement to Seller's Terms or Conditions. Seller may not ship under reservation.

STANDARD PURCHASE ORDER TERMS AND CONDITIONS - [GOODS](#) (PDF document)

STANDARD PURCHASE ORDER TERMS AND CONDITIONS - [SERVICES](#) (PDF document)

[PROCUREMENT GUIDELINES](#)

[KI Memo Sept. 2019](#)

[Office Depot Surcharge Report Oct. 2019](#)



Business Services Internal Forms and Procedures

USER NOTE: For full functionality of interactive forms use Internet Explorer or open with [Acrobat Reader](#)

BUSINESS SERVICES	BUSINESS SERVICES FORMS
HUMAN RESOURCES	HR FORMS
PROCESSING CALENDARS	ACCOUNTS PAYABLE CHECK RUN PROCESSING SCHEDULE HR/PAYROLL DEADLINE DATES

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