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## Accounting Department Mission

**The mission of the ASC Accounting department is to provide central accounting services to enterprise operations, grants and contracts, and campus programs. Accounting services**

**will strive to provide accurate and timely financial reporting, produce auditable financial statements, and provide outstanding financial management support.**

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*Dear Account Holders:*

*In an effort to enhance communication between campus programs and the CSUF Auxiliary Service Corporation's accounting and finance department, we will be sending out our Newsletter on a quarterly basis. We hope that it will be a useful tool in keeping you informed and clarifying policies, procedures, and processes. If you have any suggestions or comments please feel free to contact me directly.*

*Tariq Marji, Controller*

*(714) 278-4140*

## New Team Member

Susie Ng  
 Ext. 4145

Please welcome the newest addition to our team, Susie Ng. She joined us in April, 2007, as our Accounts Payable Specialist-General. She will be handling all campus programs projects, ASC General funds and Administration's activities. Susie will be responsible for accounts payable, including check requests, travel claims, advances, and purchase orders.



**Susie Ng**  
**Ext. 4145**

## Department Functions

- Implement accounting practices and procedures.
- Identify and analyze accounting and financial issues and recommend and/or implement appropriate action for resolution.
- Provide financial accounting and support services related to general accounting, payments, purchase orders, invoicing and collections, travel, financial systems, financial reports, month-end and year-end closings, and other services.
- Direct departmental accounting and consolidated financial reporting, with emphasis on issuance of audited financial statements that receive an unqualified audit opinion, as well as provision of financial information that supports management decision-making.
- Provide financial management support to directors, managers and principle investigator.
- Act as liaison for audit organizations and government agencies.
- Ensure that the department's accounting activities are accomplished in a manner consistent with applicable statutes, regulations, and Cal State University Fullerton's and the CSU Chancellor's Office guidelines.



## New P.O. numbers

### Change in the Purchase Order Number

A purchase order is an authorization for a supplier to ship products or services at a specified price, which becomes a legally binding contract to ASC once the supplier accepts it. Prior to processing a P.O. the Accounts Payable Specialist should obtain proper approval from the accounting office or from the sponsored program coordinator.

Please be reminded that a P.O is only valid for six months from the date of issuance, so please be sure to process the paper work in a timely manner.

### Types of Purchase Orders

There are three types of Purchase Orders:

SP Sponsored program (Grants and Contracts)

GR Faculty/staff additional pay

AX Campus program, general and administrative

The new format is as follows:

yy(SP/GR/AX)0001

yy = Current ending fiscal year  
for example year ending 07/08  
yy=08

(SP/GR/AX) = Type of P.O.

0001 = System generated sequential number.

FULLERTON		Purchase Order		PO.
<small>Fullerton Corporation City in the Spirit of Excellence 75, Fullerton Ca 92631</small>				
<small>mittal of original receipts or invoice. All new vendors must submit a W9 form.</small>				
<b>Ship Merchandise To:</b> _____ _____ _____		<b>Contact Information:</b> Requested By: _____ Department: _____ Phone/ Extension _____ Room No. _____		
S				
Send Vendor Copy? Yes <input type="checkbox"/> No <input type="checkbox"/>		Merchandise Recived ? Yes <input type="checkbox"/> No <input type="checkbox"/>		
		Date received _____ Verify by: _____		
Description	Project - Object	Unit Price	Line Total	

*ASC Purchase Order*

## New Forms

In May, 2006, a “forms committee” was established to address concerns regarding the numerous forms ASC uses. The objective of the committee was to consolidate and update the forms to make them more efficient and more convenient for users. Most of the forms are posted on our website at <http://www.csufasc.org/allforms.aspx>.

The following forms were significantly revised:

- (CK) Check Request
- (P.O.) Purchase Order,
- Travel Claim/ Advance.
- Contract services.
- (RFI) Request for Invoice.
- (IDT) Internal Department Transfer.

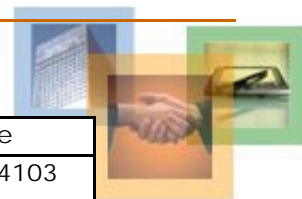
These forms will all be accessible via our website for your convenience.

In addition, we will be conducting a training workshop to address the new forms.

Please be advised that some of these forms have macros that require you to “enable macros” to use the form.

## Contact List

call for	Title	Name	Phone
Policies and investments	Director of Administration and Finance	Pearl Cheng	714-278-4103
Procedures; new account processes; and tax issues	Controller	Tariq Marji	714-278-4140
Admin fee calculation; account changes; bookstore accounting; month-end closing	Senior Accountant	Raul Castaneda	714-278-4142
Sales and use tax issues; food service accounting issues; unit rust activities.	Staff Accountant	Sharon Ting	717-278-4105
Accounts receivable; request for invoice; and collection.	Account Receivable Specialist	Smruti Shah	714-278-4148
Bank charges; credit card charges; and deposits and withdrawal reports	Accounts Payable Supervisor	Judy Goberdhan	714-278-4154
Deposits; and cash receipts	ASC Corporate office Cashier	Sharlene Spicer	714-278-4156
Check request; purchase orders; travel and advances for grants & contracts.	Accounts Payable Specialist - Grants & Contracts	Le Lam	714-278-4112
Check request; purchase orders; travel; advances and IDT for campus programs and general fund.	Accounts Payable Specialist -Gen.	Susie Ng	714-278-4145
University / Bookstore accounts payable.	Accounts Payable Specialist Bookstore	Monica Castro	714-278-4143





CSUF Auxiliary Services Corporation

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