1. **How do I submit a purchase request for my department?**

Purchase requests must be submitted via PeopleSoft and approved by the department head before routing to Business Services for final processing.

2. **What is the process for requesting reimbursement for work-related travel?**

Employees must complete a Travel Authorization Form before travel and submit receipts with a Travel Expense Report within 10 days after the last day of travel for reimbursement.

3. **How can my department request funding for new initiatives or equipment?**

Funding requests should be submitted during the annual budget development process, which is approved by the City Resources Council, depending on fund availability and campus priorities.

4. **Where can I find information on my department's budget?**

Department budget reports are available through your PeopleSoft portal and/or your budget manager.

5. **What is the process for paying vendors or contractors?**

Registered vendors must submit invoices referencing a valid purchase order (PO). Payments are processed through Accounts Payable within the standard Net 30 payment terms.

6. **Can faculty and staff request keys or access cards to campus buildings?**

Access requests must be submitted through the Key Request Form, approved by the department Dean and VPA before submitting to Business Services.

7. **How do I request the use of campus facilities for an event?**

Event requests must be submitted through the Facilities Request form at least two weeks in advance and may require approval and fees for external organizations.

8. **Who should I contact for emergency repairs outside of regular hours?**

For urgent issues outside business hours, report via the LiveSafe app or contact Campus Police, who will coordinate with on-call Facilities staff.

9. Why does Accounts Payable require a W-9 from new vendors?

IRS Form W-9 Request for Taxpayer Identification Number is required for all new vendors for tax reporting purposes and to limit the liability of the District and the College in case of audit. When vendors sign the form they verify that all tax information provided is valid.

10. How do we set up a nonresident vendor?

Payments to non-residents (foreign persons) are unique to each situation; please contact Business Services for assistance. Ensure all proper documentation and approvals are complete before a promise to pay is issued.

11. How long does it take to process my expense report?

The Accounts Payable team will process checks seven (7) to ten (10) business days after expense reports are submitted.

12. How long does it take for vendors to receive payment?

Vendor payments are Net 30, which means payments are normally issued within 30 days of satisfactory receipt or invoice, whichever is later.

13. What is the current mileage reimbursement rate?

The federal mileage reimbursement rate beginning January 1, 2025, is $0.70 per mile