

Cañada Business Office Task Distribution List as of 08/30/2023

Task	Submit to	Note	Contact Person
Petty Cash, Reimbursement Requests, Mileage Reimbursement, Statement of Conference Expense, and Conference Advances	Business Office <u>via shared folder-Business Office</u> <u>Link to the shared folder:</u> \\appserv1\CAN_Business_Office\Business Office Documents	Please follow the following naming conversions for the files: <i>See the attached naming convention file.</i>	<u>Peter Tam</u> Email: tamp@smccd.edu
Standard Services Agreements, Independent Contracts and Authorization for Payment forms, Outside vendor agreements, Grant Agreements, and Volunteer Packets	Business Office <u>via shared folder-Business Office</u>	Documents with sensitive information, e.g., Social Security number, must be submitted via DropBox. <i>Ask the Business Office for a link.</i>	<u>Chantal Sosa</u> Email: sosachantal@smccd.edu
PRFs/PAFs (all)	Business Office <u>via shared folder-Business Office</u>	Please follow the submission deadlines. <i>See the attached naming convention file.</i>	<u>Chantal Sosa</u> Email: sosachantal@smccd.edu
Procard Use Tax Report	Via Email to Chantal Sosa	Please follow the submission deadline by the 5th of the month.	<u>Chantal Sosa</u> Email: sosachantal@smccd.edu
Procurement Card Packets	\\appserv1\CIAG_Procurement_Card\Level 1 Audit\Canada	Please submit packets every month due by the 21st of the following month.	<u>Chantal Sosa</u> Email: sosachantal@smccd.edu
Classified Timesheets (Student Assistant/Short Term/Classified OT/Comp) & Professional Experts	Business Office <u>via shared folder-Business Office</u>	Please follow the submission deadlines by the 30th of the month. <i>See the attached naming convention file.</i>	<u>Edgardo Molina Carlos</u> Email: molinacarlos@smccd.edu
Faculty Timesheets	Business Office <u>via shared folder-Business Office</u>	Please follow the submission deadlines by the 30th of the month.	<u>Christine Huynh</u> Email: huynhc@smccd.edu
Vendor Invoices	District Accounts Payable <u>via shared folder</u> <u>Link to the shared folder:</u> \\smccd.net\GA\AP Mail Box - CANTO BE PROCESSED	The invoice must reference the PO number (P# and E#) and the supervisor's approval. <i>See the attached naming convention file.</i>	<u>Nelly Manuel, Accounts Payable</u> Email: manueln@smccd.edu
Requisition Request Backups	District Purchasing <u>via shared folder:</u> <u>Link to the shared folder:</u> \\appserv1\purchasing\Backups\Requisitions\C anadacollege	Please follow the following naming conversions for the files: Ex: R24xxxxxx, vendor name <i>See the attached naming convention file.</i>	<u>Irma Vasquez, District Buyer</u> Email: vasquezi@smccd.edu