Cañada Business Office Task Distribution List as of 02/06/2025

Task	Submit to	Note	Contact Person
Petty Cash, Reimbursement Requests, Mileage Reimbursement, Statement of Conference Expense, and Conference Advances	Business Office via shared folder-Business Office Link to the shared folder: \\appserv1\CAN_Business_Office\Business Office Documents	Please follow the following naming conversions for the files: *See the attached naming convention file.*	**Peter Tam** Email: CANBusinessOffice@smccd.edu
Standard Services Agreements, Independent Contracts and Authorization for Payment forms, Outside vendor agreements, Grant Agreements, and Volunteer Packets	Business Office via shared folder-Business Office	Documents with sensitive information, e.g., Social Security number, must be submitted via DropBox. *Ask the Business Office for a link.*	**Chantal Sosa** Email: CANBusinessOffice@smccd.edu
PRFs/PAFs (all)	Business Office via shared folder-Business Office	Please follow the submission deadlines. *See the attached naming convention file.*	**Chantal Sosa** Email: CANBusinessOffice@smccd.edu
Procard Use Tax Report	Via Email to CANBusinessOffice@smccd.edu	Please follow the submission deadline by **the 5th of the month.**	**Chantal Sosa** Email: CANBusinessOffice@smccd.edu
Procurement Card Packets	Shared Procard Folders: \\appserv1\CIAG_Procurement_Card\Level 1 Audit\Canada	Please submit packets every month due by **the 20th of the following month.**	**Chantal Sosa** Email: CANBusinessOffice@smccd.edu
Classified Timesheets (Student Assistant/Short Term/Classified OT/Comp) & Professional Experts	Business Office via shared folder-Business Office	Please follow the payroll submission deadlines.. *See the attached naming convention file.*	**Liliana Garcia-Arteaga** Email: CANBusinessOffice@smccd.edu
Faculty Timesheets	Business Office via shared folder-Business Office	Please follow the submission deadlines **by the payroll deadlines.**	**Christine Huynh** Email: huynhc@smccd.edu
Vendor Invoices	District Accounts Payable via shared folder Link to the shared folder: \\smccd.net\GA\AP Mail Box - CAN\TO BE PROCESSED	The invoice must reference the PO number (P# and E#) and the supervisor's approval. *See the attached naming convention file.*	**Peter Tam** Email: CANBusinessOffice@smccd.edu
Requisition Request Backups	District Purchasing via shared folder: Link to the shared folder: \\appserv1\purchasing\Backups\Requisitions\Canadacollege	Please follow the following naming conversions for the files: Ex: R25xxxxxx, vendor name *See the attached naming convention file.*	**Irma Vasquez, District Buyer** Email: vasquezi@smccd.edu