The majority of the Business Services Office staff employees will be telecommuting to various degrees. With this mind, we ask that you review the following tasks, forms, and processes to determine how you should interact with our office.

**Accounts Payable** (Making Payments to External Vendors & Individuals) – Cindy Rossow

Please scan to pdf or take cell phone picture and email the following documents and related documentation to our accounts payable coordinator, Cindy Rossow ( [cindy.rossow@mnsu.edu](mailto:cindy.rossow@mnsu.edu) )

* Invoices (Requests for Payments to External Vendors that may go to faculty and staff)
* CS1400 Forms (Request for Check Writing Forms)
* CAO35 Forms (Field Purchase Orders)
* CAO21 Forms (Non-State Employee Expense Reimbursements)
* Request to Incur Special Expense Forms

Please note that we can no longer accommodate requests to pick up checks on a short-term turn around.

**Budget Office**

Please scan to pdf, take cell phone picture, or send excel documents and communications on budget matters to Steve W. Smith at [steven.smith@mnsu.edu](mailto:steven.smith@mnsu.edu) .

* CAO2 Budget Transaction Forms (Budget Transfers)

**Employee Expense Reimbursements** (Travel and Business Expense Reimbursements)

Please scan to pdf or take cell phone pictures and email the following documents and related documentation to our travel/business expense claims coordinator, Tami Galema-Lieb ([tami.leibl@mnsu.edu](mailto:tami.leibl@mnsu.edu)).

* Employee Expense Reimbursement Reports (Send to supervisor and then ask supervisor to forward documents on to [tami.liebl@mnsu.edu](mailto:tami.liebl@mnsu.edu) .
* CS1404 Request for Approval of Out-of-State Travel Forms
* Request to Incur Special Expense Forms
* Substitute Receipt Certification Sheet

**Foundation Forms**

Please scan foundation forms to pdf or take cell phone picture and email to our Foundation Accountant, Susan Jaeger at [susan.jaeger@mnsu.edu](mailto:susan.jaeger@mnsu.edu) .

* FD1400 (Foundation Request for Payments)
* All other foundation information / correspondence – email Susan Jaeger ([susan.jaeger@mnsu.edu](mailto:susan.jaeger@mnsu.edu))

**Purchasing Card Reconciliations**

We will be temporarily modifying how you submit your purchasing card reconciliations and receipts. The Wells Fargo CEO portal can be accessed anywhere there is internet access via the link below. If you will be working remotely as the cardholder or reconciler, one option for you is to scan or take cell phone picture of the purchasing card reconciliation along with the receipts and save them as a PDF/jpeg. In turn, email the PDF/jpeg as an attachment to your approver. The approver can then approve by an email forwarded to Helen Wenner at [helen.wenner@mnsu.edu](mailto:helen.wenner@mnsu.edu) along with the reconciliation. Another option may be to take a picture of the reconciliation and receipts and send to approver. We will continue to audit the reconciliations and continue to communicate via email if there are questions. Please save the original documentation and upon your return to work, you can submit that information through intercampus mail. During this time of uncharted waters, we need to minimize our risk with purchasing cards and maintain communication, so if you do not reconcile on the Wells Fargo Portal in a timely manner, your card will be temporarily deactivated until we can resolve any outstanding issue. If you have questions or concerns, send Helen Wenner an email or call 507-389-2269, leave a message and she will return your call.

Link to Wells Fargo Commercial Electronic Office (CEO) for Purchasing Card reconciliations

<https://www.wellsfargo.com/com/>

**Student Payroll Processes**

Beginning Friday, March 20th, Cheryl Miller, our Student Payroll Coordinator, will be telecommuting. You will be able to communicate with Cheryl via email ( [cheryl.miller-1@mnsu.edu](mailto:cheryl.miller-1@mnsu.edu) ). Please scan all student payroll forms to pdf or take cell phone picture and email to Cheryl along with any other student payroll correspondence.

For student payroll supervisors, please remember that you will need to use the “Off-Campus Approval Access” link below if you are approving student employee timesheets from off-campus. Also, please refer to the student payroll website noted below for all payroll forms.

**On-Campus Approval Access (Approving Student Employee Timesheets When On-campus)**[ISRS Employee Home](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Feservices.minnstate.edu%2Femployee%2Fpublic%2Fsecure&data=02%7C01%7Csteven.smith%40mnsu.edu%7C63de74e952674b7a930a08d7cb8608b0%7C5011c7c60ab446ab9ef4fae74a921a7f%7C0%7C0%7C637201648833414486&sdata=5O9vvfm46wdbXHxyKsUOd7CRfQwadpkZ5XnlCDvFtys%3D&reserved=0) > Employee Applications > Student Payroll Supervisor

**Off-Campus Approval Access (Approving Student Employee Timesheets When Off-Campus)**[ISRS Employee Home](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Feservices.minnstate.edu%2Ffinance-student%2Fsupervisor%2FapproveTimeWorked.do%3F&data=02%7C01%7Csteven.smith%40mnsu.edu%7C63de74e952674b7a930a08d7cb8608b0%7C5011c7c60ab446ab9ef4fae74a921a7f%7C0%7C0%7C637201648833424483&sdata=hAdj3rwcLVWH%2Bew421UlhTSob9YY6orep9%2B9kD5rypQ%3D&reserved=0) > Employee Applications > Student Payroll Supervisor

**Link to Student Payroll Website and Forms -** [https://admin.mnsu.edu/finance-and-administration/departments/business-services/student-payroll/](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fadmin.mnsu.edu%2Ffinance-and-administration%2Fdepartments%2Fbusiness-services%2Fstudent-payroll%2F&data=02%7C01%7Csteven.smith%40mnsu.edu%7C63de74e952674b7a930a08d7cb8608b0%7C5011c7c60ab446ab9ef4fae74a921a7f%7C0%7C0%7C637201648833424483&sdata=BU%2BY11ucF3ZU33%2FVzGVIl9afMqIuXCv68ePl3MvQgXo%3D&reserved=0)

**Other Miscellaneous Forms**

* CAO37 Forms (Interdepartmental Chargeback Forms) - scan to pdf or take cell phone picture and email to Helen Wenner at [helen.wenner@mnsu.edu](mailto:helen.wenner@mnsu.edu) .
* Requests for New Account Forms – scan to pdf or take cell phone picture and email to Debbie Sinning at [debbie.sinning@mnsu.edu](mailto:debbie.sinning@mnsu.edu) .
* Personnel Documents for External Funding (FKA UPD’s for Grants) – scan to pdf or take cell phone picture and email to Tricia Anderson at [patricia.anderson@mnsu.edu](mailto:patricia.anderson@mnsu.edu) .
* Requests for New Grant Account and Budget Forms – scan to pdf or take cell phone picture and email to Tricia Anderson at [patricia.anderson@mnsu.edu](mailto:patricia.anderson@mnsu.edu) .
* Cost Allocation Update Files – Continue to email these documents to Helen Wenner at [helen.wenner@mnsu.edu](mailto:helen.wenner@mnsu.edu) .
* All other miscellaneous forms can be scanned to pdf or take cell phone picture and email to our accounting director, Debbie Sinning at [deborah.sinning@mnsu.edu](mailto:deborah.sinning@mnsu.edu) .