# UNIVERSITY FINANCIAL SERVICES

**DELIVERING INNOVATIVE SOLUTIONS FOR AN EVER-CHANGING FINANCIAL WORLD**

## DEPARTMENTS

### CONTROLLER'S OFFICE

Provides guidance and training related to:
- Transaction processing
- Leveraging OFC segment strings
- Proper asset classification and tracking
- Revenue recognition
- Managing fiscal responsibilities
- Reducing tax burden

controller@boisestate.edu

### PURCHASING

- Advising and planning for quotes/bids/proposals
- Application of purchasing policy and regulations
- Guide vendors on how to do business with Boise State
- Offer assistance on requisitions
- Execute quotes/bids/proposals
- Manage Sponsored Projects purchases
- Renew procurement contracts

purchasingdepartment@boisestate.edu

### ACCOUNTS PAYABLE

- Serve as a resource for complex payment issues and/or training needs
- Approve and process requests for Disbursements, Internal Payments, Travel & Expense Reports and Correcting Entries
- Set up, maintain and monitor P-Cards
- Set up and maintain Supplier records
- Coordinate Relocation reimbursements
- Classify and monitor Independent Contractors

accounts payable@boisestate.edu

### LEASING & FINANCE

- Acquisition or lease of approved space in support of the campus master plan
- Coordinate financing and debt issuance for approved campus projects
- Provide business case analysis and advising to campus departments
- Negotiate lease renewals and terminations
- Setup lease payments and budgeting

jeffbanka@boisestate.edu

### STUDENT FINANCIAL SERVICES

- Provide financial wellness education
- Train campus and process departmental deposits
- Assist students with student account questions and maintain account accuracy
- Receive and process payments for tuition and fees
- Provide 1098-T tax forms
- Process department charges and credit uploads
- Maintain Marketplace Upay/Ustore

sinfo@boisestate.edu

### OFFICE OF CONTINUOUS IMPROVEMENT

- Managing opt-in functionality
- Leading business process improvement, leveraging system functionality
- Leading change management to enable adoption
- Advocating for OFC enhancements
- Facilitating conversations and bring people to consensus
- Facilitating and creating training around OFC
- Providing system support on OFC and PeopleSoft Student Financials

oci@boisestate.edu