Disbursements’ News

Holiday Closure

Disbursements’ hours for the Holiday Closure starting at 4:30 pm, Friday, December 23, 2011 and will re-open for business at 8:00 am, Tuesday, January 3, 2012.

The final 2011 disbursement (checks and direct deposits) will be on December 23, 2011. The first 2012 disbursement will be issued and mailed on January 4, 2012. To include payments in 2011 business, we must receive the following items by December 15, 2011.

Payment Authorization
- Payment Authorization transactions (non-travel): Completed and approved online with any required documentation.

Note: Vendor invoices will be processed as usual within terms prior to the holiday closure and processing will resume on January 4, 2012.

Express Card
- Express Card: So that you have extra time for the redistribution of transactions for purchases made during the December month and holiday closure:

  Transactions with an IFIS posting date of December 23, 2011 through January 5, 2012 are being modified to extend the IFIS posting date to January 6, 2012.

Note: For Express Card emergencies during the holiday closure, contact U.S. Bank Customer Service at (800) 344-5696.

Scrip
- Scrip request orders will be accepted up through December 15, 2011.

Employee Gifts & Recognition Awards

As the holiday time and the end of the year approaches, please keep in mind that the only gifts and awards that fall within the UC policy are allowable. For example, UC policy does not allow for the University to make payments for holiday gifts for employees. Furthermore, as a reminder, employee recognition awards are allowable based on an established recognition program with objective-award criteria and not on the across-the-board basis for employees. Employee recognition awards cannot exceed $75 for a calendar year per employee. Please refer to the Blink topic page on gifts and awards for more info:

Notable Updates

In Development Now!

MyPayments will be replacing the present Payment Authorization process in 2012.

MyPayments will provide prompts for required information and assist with policy issues and questions related to specific types of transactions. Any required documentation will be uploaded directly into the application so no more sending paper receipts and documentation. The workflow and approval process will be using ‘Roles’ instead of the current approval hierarchies.

The NEW Payables Management

The former Invoice Processing and Payment Assistance and Resolution teams have been unified into a new team called Payables Management, to better meet the challenges of our processes, current staffing, customer requirements, and other imminent changes.

Payables Management is responsible for processing invoices and payment documents for the campus including invoices issued on purchase orders, agreements, and contracts. Currently, the team handles Marketplace electronic and paper invoices as well as IFIS (paper for the most part) department and high-value orders.

Essentially, Payables Management’s role is to ensure that the campus’ business operates smoothly in respect to having goods and services paid for in a timely and accurate manner and so that vendor relations are stable and positive.

In fulfilling this mission, the team ensures compliance to UC, UCSD, Disbursements, and Procurement policy and procedure.

Exciting Organizational Update!

The New Disbursements’ Organization Chart

Take a look at the new Disbursements’ Mission and current organization chart:

http://blink.ucsd.edu/sponsor/BFS/divisions/disbursements/mission-org-chart.html

Scholarships & Awards

For student Scholarships and Awards for current UCSD students, you will need to first contact Becky Obayashi, Scholarship Coordinator in the Financial Aid Office at mailto:robayashi@ucsd.edu or X41067 to see if the payments should be processed either with the Financial Aid Office or Disbursements.

Open House

Next year, Disbursements will be hosting our fourth annual Open House!

Come visit our office and meet our staff. We welcome the opportunity to get acquainted with as many of our customers as possible as well as having the chance to discuss and show how we handle our business on a daily basis. Keep your eye on the Disbursements’ page in Blink. The date will be announced in the first part of 2012. Hope to see you there.

Don’t worry when you are not recognized, but strive to be worthy of recognition.

Author
Abraham Lincoln
Getting to Know Us

Sonia Amaya-Gilstrap

Sonia Amaya-Gilstrap is one of the newest additions to Disbursements in Business Financial Services. She began her position as the Manager of Banking Services and Procurement Card on August 22, 2011.

Sonia comes with 30 years of banking service experiences with the last 20 years working at the North Island Credit Union as Assistant Vice President in Electronic Payments managing 20 employees.

Her primary duties at the North Island CU were parallel to her position in the Banking Services and Procurement Card section in Disbursements.

She believes that great customer service is key to promoting good working relations and feels fortunate and excited as being part of UCSD Disbursements and welcomes the challenge.

Sonia was born and raised in San Diego, California, and resides in the South Bay area. Her parents migrated to San Diego from Guadalajara, Mexico in the 1950s. She has two sisters and one brother who also reside in South Bay.

Sonia has been married for 24 years with two adult children in college. She enjoys weekend trip getaways with her husband to Big Bear and Las Vegas.

She also enjoys her ‘empty nest’ with pursuing her interests and hobbies including reading and gardening and caring for her miniature Pinscher/Chihuahua mix, Ricky.

Ana (Vigil) Portlock

Ana (Vigil) Portlock came to UCSD in July 1999. Her first position was in Disbursements as a member of the Payment Authorization team reviewing and processing documents and occasionally serving as the department’s receptionist. Over the first five years, Ana also worked in the Banking Services area and as a member of the Payment Assistance and Resolution Team (PART). In July 2004, she took a position as an analyst in Procurement and Contracts (formerly known as the Purchasing). In July 2005, she returned to Disbursements and recently promoted to Manager of Payables Management.

Ana was born in Los Angeles and raised in Chico, California. However, most of her family resides in Los Angeles and Colorado. Prior to working at UCSD, she worked at the Border Patrol as an Investigative Specialist which included duties of making training videos for new border patrol agents. Prior to that, she worked at what she calls “fun jobs” from being a tour guide in Cancun to a Guest Services Agent on Mount Heavenly in South Lake Tahoe.

Ana is newly married to Jason Portlock. Her time outside of work is spent mostly with Jason going to the beach relaxing and watching him surf, hiking, getaway weekends, and cooking.

Impressive Fact:
Collectively, Disbursements has over 300 years of experience serving the Campus and the Medical Centers (Hillcrest and Thornton). Those who have 20 years plus working in Disbursements includes Faye McCullough (Director), Tracy Buchanan, Michelle Connolly, Michele Del Signore, Robin Posner, Cathy Sanford, and Gloria Tuey-Woo.
To spread a little holiday cheer we are sharing a few of our special recipes with you.

**Sugar Cookies (Robin Posner)**

Robin has a special tradition each year of making specially-decorated cookies to share with friends, family, and co-workers.

Preheat oven to 400 degrees.

**Ingredients:**
- 1 cup butter or margarine
- 1 cup sugar
- 2 teaspoons vanilla
- 1 egg
- 3 cups flour
- 2 teaspoons baking powder

Cream together the butter and sugar. Add vanilla and egg and beat again. Sift together dry ingredients and add by cupfuls into wet mixture. Do not refrigerate dough. Roll out and cut with cookie cutters. Bake for 6-7 minutes.

**Frosting:**
- 2 lb bag of powdered sugar
- 1 cup Crisco
- ½ cup water
- 2 teaspoons clear vanilla
- 1 teaspoon salt

Mix together all ingredients for about 2 minutes.

(Adapted from a Giada De Laurentiis recipe)

**Chocolate and Cinnamon Bars**

Chocolate and cinnamon are one of my favorite flavor combinations, but cinnamon chocolate bars are rare. This fudge is easy to make and hard to resist!

**Ingredients:**
- Butter, for greasing the pan
- 1 (14-ounce) can sweetened condensed milk
- 3 teaspoons ground cinnamon
- 2 teaspoons chocolate liquor, such as Godiva
- 2 cups bittersweet (60 percent cacao) chocolate chips, such as Ghirardelli
- 3 tablespoons unsalted butter, cut into 1/2-inch pieces at room temperature
- Sea salt

Butter the bottom and sides of an 8 by 8-inch baking pan. Line the pan with a sheet of parchment paper, about 14-inches long and 7-inches wide, allowing the excess to overhang the sides.

In a medium glass or stainless steel bowl, combine the condensed milk, cinnamon, and chocolate liquor. Stir into the chocolate chips and butter. Put the bowl on a saucepan of barely simmering water and mix until the chocolate chips have melted and the mixture is smooth, about 6 to 8 minutes (mixture will be thick). Using a spatula, scrape the mixture into the prepared pan and smooth the top. Sprinkle with sea salt, if desired. Refrigerate for at least 2 hours until firm.

Run a warm knife around the edge of the pan to loosen the fudge. Grab the overhanging edges of parchment paper to remove fudge from pan. Place on a cutting board. Peel off the parchment paper and cut the fudge into 1-inch pieces. Store refrigerated in an airtight container or freeze.
Dear Mr. Owl

Dear Mr. Owl: How do I communicate my questions that I have concerning the Express Card?

Dear Concerned Communicator:

Please note that the comment section in EC Manager is for ‘your internal notes’, not a way to communicate with the Express Card team. You may email us at expresscard@ucsd.edu.

Also, when an Express Card is reported lost or stolen to U.S. Bank, the Express Card Department Administrator (ECDA) does not need to do anything. U.S. Bank will contact us automatically and we will issue a replacement card.

Have a question for Mr. Owl? Send it to chequethisout@ucsd.edu.

Campus Holiday Closure will be here before you know it

Hope I can get my Pay Auths in before the closure!

No worries...Just mail needed documents in fully approved to Disbursements by December 15, 2011

All Pay Auths will be approved prior to Campus Holiday Closure if all needed (fully approved) documentation is mailed to Disbursements, 0986 by December 15, 2011

Happy Holidays!
Affiliate Department Updates:

Travel News

The final 2011 disbursement (checks and direct deposits) will be on December 23, 2011. The first 2012 disbursement will be issued and mailed on January 4, 2012. To include payments in 2011 business, Travel must receive the following items by December 15, 2011:

- Meetings, entertainment, and programmatic activities (using MyEvents): Completed and approved with required attachments
- Mileage (using Payment Authorizations): Completed and approved with required documentation
- Travel and entertainment forms

Note: MyTravel will be available 24/7 through the holidays; however, the final disbursement of funds for 2011 will be on December 23, 2011.

Requesting Reimbursement for Employee Moving Expenses

Reimbursements and payments on behalf of new employees for their move-related expenses are processed in Travel. Academic and staff moving expenses are currently claimed on a paper Travel Expense Form (TEF). For online processing, click on the Travel Tab in Blink to find the academic and staff move policies and procedures. Contact Chrissy Smith if you have any questions.

Connexxus Portal Update

The Connexxus portal has been updated to include several new features including access to supplier programs and discounts, updated FAQ, option to join the Connexxus e-mail distribution list to receive news and updates, and Connexxus first-quarter performance and 2011 projected annual cost savings. If you have questions or comments regarding the Connexxus program, contact Shannon Miller.