SAN DIEGO STATE UNIVERSITY

Business and Financial Affairs

University Controller
Lorretta Leavitt

Accounting Services
Dana Mccoy
Manager

- Accounts Receivable Billing
- Billing Requests
- Cash Remittance and Processing
- Escheat of Stale Dated Checks
- Expenditure & Abatement Transfers
- Monthly Chargebacks
- Encumbrance Clean up
- Stop Payments

Accounts Payable
Cathleen Austin
Manager

- Guest Lecturer Program
- Procurement Card Program
- Small Dollar Employee Reimbursement
- State & Federal Tax Form 1099
- Subscription and Membership Payments and Renewals
- Campus Travel Program
- Maintenance of ORACLE/MarkView Payables
- Revolving Fund Payments
- Claims Processing

Student Financial Services
Kimberlee Reilly
Manager

University Cashiers

- Fee Payment/Cash/SmartPay CashNet
- Student Fee Information

University Collections

- Student Loan Information and Repayment
- Debt Management

University Disbursement

- Short Term Loans
- Student Payroll/Sign up and Disbursements
- Direct Deposit
- IRA Administration

Contract & Procurement Mgmt
Cathy Garcia
Manager

- Contract and Lease Negotiations
- Contracting for Capital Outlay and Minor Construction Projects
- Purchasing Services of Equipment Supplies, Materials and Professional Services
- Space Leasing Agreements
- Office Max Accounts
- Maintenance of ORACLE/MarkView Purchasing
- Field Experience and Internship Agreements
- CSU Reporting - Recycled Products, DVBS, Small Business