BUSINESS SERVICES

Ford Campus | Yamasaki Building
Monday - Friday | 9:00am - 4:00pm

busserv@ccsdetroit.edu
Text or Call us @ 313.664.7435

MEET OUR STAFF

Olivia Andre
Coordinator
313.664.7435

Processes all cash receipts • Processes petty cash advances and reimbursements • Processes all new vendor setups • Sells stamps and cashes personal checks • Processes locker rentals • Distributes paychecks • Distributes student financial aid refund checks

Juan Vicente
Student Accounts
313.664.7439

Student accounts receivable • Processes student invoices •• Processes student financial aid refunds • Collection work on student accounts • Troubleshoots student accounts • Processes 1098-T forms.

Mary Tarte
Purchasing & Assets
313.664.7451

Processes purchase requisitions and purchase orders • Processes water orders • Troubleshoots outstanding purchase orders • Processes office supply orders • Tracks all College assets • Administers College corporate credit cards

Amy Reitenga
Payroll & AP Specialist
313.664.7478

Processes and approves time sheets and work schedules • Processes Accounts Payable packets • Troubleshoots outstanding invoices • Troubleshoots payroll issues • Processes wage garnishments

Allison Thomas
Accountant
313.664.7883

Subsidiary accounting • Assists with preparation of financial statements • Completes Form 990 • Monitors and audits the 403(b) • Performs gift reconciliations • Assists with investments

Mark Fanning
Payroll and AP Manager
Notary
313.664.7436

Records the receipt of goods and services • Processes checks and travel advances • Processes unclaimed property • Processes 1099 forms • Files all payroll taxes with the government • Completes all government returns • Oversees payroll processes and procedures

Michelle Peck
Assistant Director
Notary
313.664.7477

Month end reporting and account reconciliation • Bank reconciliations • Corrections to department budget, and the general ledger • Provides assistance in Accounts Receivable, Accounts Payable, Cashiering, and Purchasing as needed

Heather Good
Director
313.664.7477

Budget preparation and questions • Accounting for investments, stocks, and bonds • Audits • Miscellaneous external reporting • Financial reporting

OTHER CONTACT METHODS

Business Services
busserv@ccsdetroit.edu
313.664.7435 (text OR call!)

Accounts Payable
acctspayable@ccsdetroit.edu

Purchasing
purchasing@ccsdetroit.edu

Student Accounts
studentaccounts@ccsdetroit.edu

Payroll
payroll@ccsdetroit.edu

CASH RECEIPTS

The Business Office accepts the following methods of payment: VISA, MasterCard, American Express, Discover, personal checks, money orders, cashier's checks, and cash.

We do not accept money orders or checks drawn on *foreign banks*.

PETTY CASH PROCEDURES

Employees may receive up to **$60** in petty cash, per day. This may be issued either as

- An advance for a future purchase, or
- A reimbursement for a purchase already made.

Reimbursements over $60 will be issued as a check and processed in the next check run. **Advances will not be given to students for any reason.**

Requirements:

- Original **itemized** receipts **must** be submitted
- Receipts must include the account number to which the expense should be charged.
- An authorized signer **must** approve each receipt.
- For meal expenses, the itemized receipt must include:
  - Names of all attendees, and
  - The business purpose of the meal. *Credit card authorization slips are not acceptable*. For further details, see the Travel and Entertainment Policy on our Campus Office page.
- Receipts must be submitted within **5 business days** of the advance.
- Only one outstanding advance (petty cash or large Accounts Payable advance) or one reimbursement request is allowed per day.
- Multiple employees from the same department may not combine advances to make a larger purchase.

Important: For meal reimbursements, if an **itemized receipt** is not submitted, the expense will **not** be reimbursed. Credit card authorization slips are not valid documentation.

PAYCHECKS

Semi-monthly employees (full-time and adjunct faculty, salaried staff) are paid on the 15th and the last day of each month. If a payday falls on a weekend, payment will be issued on the preceding Friday.

Hourly employees and work-study students are paid on a bi-weekly schedule, every other Friday.

Direct deposit is the College's preferred method of payment.

Paper checks (for models and work-study students only) may be picked up at the cashier's window.

- An Employee or Student ID is required to pick up checks.
- Supervisors should ensure this information is communicated to work-study students.

PERSONAL BANKING

The Cashier's Office will cash personal checks for employees up to **$60.00**, depending on cash availability. Third-party checks will not be cashed.

ATMS are available on both campuses:

- **Ford Campus:** outside the Campus Safety Office
- **Taubman Campus:** outside the Bookstore

ATM withdrawals are issued in **$20 increments.** A **$2.00 service fee** per transaction applies, and additional fees may be charged by the cardholders bank.

POSTAGE

The Cashier's Office sells postage stamps, with a limit of **20 stamps per person, per day**. For current pricing, please contact the Business Services Coordinator. Additional postal services, including UPS, FedEx, and special postage options are available at the Mail Room in the ACB.

NON-SUFFICIENT FUNDS (NSF)

If a check is returned to Non-Sufficient Funds (NSF), the individual will be notified in writing and assessed a **$30 NSF fee.** This fee will only be waived if documentation from the bank is provided, confirming that the return was due to a bank error. After two returned checks, the individual will no longer be permitted to write checks to CCS. This policy applies to all students, staff, and faculty.

NOTARY

The Business Services department provides Notary Service, free of charge, to students, faculty and staff. Please contact our office to inquire on availability based on schedules

LOCKER RENTALS

There are lockers available for rent on either the Ford or Taubman campus. The Ford campus has multiple locations including in the Photo department and in the Walter B. Ford II building.

Lockers are rented on a first-come-first-served basis. To rent a locker, students can visit our Locker Rental form within the Business Services section of Softdocs.

ACCOUNTS RECEIVABLE

STUDENT ACCOUNTS (REGISTRATION & BILLING)

Students may begin registering in April each year for the following academic year. Students with account balances of $1,000 or more, or with past-due balances from a prior academic year, will have a registration hold and will be unable to register. New students are required to pay a $250 enrollment deposit after admission. Current students are assessed a registration fee, which is added to their student account, and may register online via Self-Service or in person at Academic Advising & Registration.

Tuition bills are mailed after most financial aid (grants, scholarships, and loans) has been applied to student accounts. A $25 late fee is charged for late payments, and a $75 delinquency fee is assessed if the full balance is not paid by the published deadline. Payment due dates are available on the Business Services Campus page and in the Academic Calendar.

Courses offered through Community and Continuing Studies must be paid in full at the time of registration.

BOOKSTORE AND IMAGING CENTER

Faculty and staff may charge supplies to their department's budget at the Bookstore or for print services at the Imaging Center. Authorized signers should be communicated to the Bookstore and Imaging Center in advance.

When supplies or services are purchased, the staff or faculty member receives an itemized receipt. These receipts are then tallied and the total is charged to the department's budget center on a monthly basis.

COLLECTIONS

Students with an outstanding balance of $1,000 or more, or with past-due balances from a prior academic semester, may not register for classes or receive grades or transcripts until the balance is paid.

Accounts that are more than six months overdue will be referred to a collection agency, unless the student has established a tuition payment arrangement with the College.

CCS EMPLOYEE TUITION VOUCHERS

If a CCS employee enrolls in a Continuing Studies or matriculating course, a CCS Tuition Voucher Form must be completed. Eligibility requirements and program details are available through Human Resources.

The tuition voucher does not cover additional fees, including commitment, registration, lab, materials, or activity fees. These fees must be paid in full at the time of registration for the employee or their dependent.

PURCHASING

PURCHASE ORDERS

A purchase order (PO) is a formal commitment to pay for goods or services, issued to a vendor to authorize an order before payment is made. A PO must be used for all goods and services unless prior authorization has been obtained from the Office of the Vice President of Finance/CFO or the purchase is travel and entertainment-related.

Exceptions: Staples, Amazon, and Continental do not require a PO or preapproval. The Business Services department provides an online portal for ordering through Amazon or Staples. To gain access, email the Purchasing Accounting Specialist, who will set up an account.

Important: Purchases made without the consent of the VP of Finance may not be reimbursed.

The following steps outline how to process a PO. The entire process may take up to 3 business days, so please plan accordingly.

1) Research the goods or services needed.
2) Complete a purchase requisition form in Softdocs. Include the following details: vendor name, address, fax number, part or item number, description of the goods or services, price, and any special shipping instructions.
3) The purchase requisition will route through the approval workflow and ultimately reach the Purchasing Accounting Specialist, who will process it within 24 business hours.
4) When the product is received, email Accounts Payable to confirm receipt and approve payment.
5) If you receive an invoice for items purchased via a PO, forward it to Accounts Payable via email.

Note: Invoice totals may differ from the original PO due to shipping costs or price variances. The final cost will appear on the invoice and on monthly budget reports.

CREDIT APPLICATION

Credit applications are available through Business Services. In some cases, a credit application may be required by a new vendor before a purchase order (PO) can be accepted.

If a new vendor requests completion of their credit application, please contact the Accounting Specialist – Purchasing and Assets in the Business Services department for assistance.

TAX EXEMPT

CCS is a non-profit organization and is tax-exempt. Our tax-exempt ID number and a tax-exempt letter are available from Business Services. Upon request, we can also provide a copy of the W-9 form (Request for Taxpayer Identification and Certification).

GIFT CARD PURCHASES

Gift card purchases are strongly discouraged and should be made only when absolutely necessary. According to IRS regulations, gift cards are considered cash compensation and are taxable regardless of value.

The Business Office is responsible for tracking all gift card purchases and reporting them on year-end tax forms as taxable income for the employee or vendor. This includes any CCS Bookstore gift cards.

Departments purchasing gift cards will be required to provide recipient information for tax reporting purposes.

APPROVED VENDORS

Due to the diverse needs of the College, there are only a few required vendors: Amazon or Staples for office supplies, and Continental for catering. For all other purchases, departments may use vendors of their choice. Procurement of goods and services should meet College needs at the lowest possible cost while maintaining the quality necessary for proper departmental operations. In general, purchases should maximize value per dollar expended.

New vendor approval from the Business Services department is required before engaging a new vendor.

To submit a vendor for approval: 1) Go to the Business Services Campus Office page and complete the New Vendor Approval Form via Softdocs. 2) The form will route to the vendor for submission of tax-related documents and banking information. 3) Once the vendor is processed, you will receive a confirmation email from the Coordinator or Assistant Director of Business Services indicating whether the vendor is approved or denied. If denied, a reason will be provided.

Important: You may not start working with a new vendor until you have received an approval confirmation email.

OFFICE SUPPLIES

Amazon and Staples Advantage are the College's preferred vendors for office supplies. Staples offers pre-negotiated pricing for certain items. To order sup plies, use the online Amazon or Staples ordering portal. If your department does not yet have access, contact the Accounting Specialist – Purchasing and Assets in the Business Services department to set up an account. Orders are placed daily and are typically delivered the next business day or the following day.

COPY PAPER AND ENVELOPES

To request copy paper or CCS envelopes, please email the Accounting Specialist – Purchasing and Assets in the Business Services department. If your department's letterhead stock is running low, orders should be placed through the CCS Imaging Center.

BUSINESS CARDS

Business cards are ordered through the Human Resources Department

COFFEE AND WATER SUPPLIES

Coffee pods/packs, cups, sugar, tea, creamer, and other beverage supplies should be purchased using an approved departmental method and are intended for department-wide use. Water coolers are located strategically around campus. The College's water vendor is Absopure, with deliveries made every other week. If additional water bottles are needed, please contact the Accounting Specialist – Purchasing and Assets in the Business Services department.

CATERING

Continental is the College's only authorized vendor for catering. The contract with Continental is based on the College's commitment to exclusively use their catering services.

FLOWERS AND GIFTS FOR APPROVED OCCASIONS

The College has established guidelines for the purchase of flowers and gifts for certain approved occasions (e.g., birth, get-well, death). All requests must be submitted to Human Resources for approval and processing on behalf of the College community. The use of departmental funds for these purposes is prohibited.

FIXED ASSETS

CAPITAL BUDGET

Funds for capital purchases are requested each year during the regular budget process, usually in early spring. All capital orders require the signature and approval of the VP of Finance/CFO.

Generally an item is capital if it meets the following criteria:

1) Cost is about $2000 or higher AND
2) Item has a useful life greater than 3 years AND
3) Purchased out of the capital budget with the approval of Kerri McKay, VP of Finance/CFO

CAPITAL PROJECT CODES

After the Capital Budget is approved each year, the Business Services department will issue Capital Project Codes. These codes must be provided when submitting a payment or purchase requisition.

Requests for payment or purchases applied to the capital budget without a project code may be declined, which could result in processing delays. For assistance in locating your project code, please contact the Director of Business Services or the Accounting Specialist – Purchasing and Assets.

PROPERTY TAGS

All items purchased from the Capital Budget must have a property tag affixed. Once an item has been received, unpacked, and assembled, contact Business Services to have it tagged. If an item does not meet the definition of "capital" but you would still like it tagged, please contact the Business Services Office for assistance.

DISPOSALS

When an item with a property tag is discarded, notify Business Services in writing. Include the asset tag number so the item can be removed from the general ledger and any gain or loss can be properly recorded.

SALE OF AN ASSET

Departments must obtain approval from the VP of Finance/CFO before selling any capital asset and notify the Business Services department. A detailed record of all assets sold must be maintained, including, the property tag number, serial number, description of the asset, sale amount, and name of the purchaser.

CAPITAL ACCOUNT NUMBERS

1-0000-1710 = Building
1-0000-1720 = Equipment, Machinery, and Furniture
1-0000-1745 = Library Books

ACCOUNTS PAYABLE

PROCESSING A PAYMENT REQUISITION

Whenever an invoice is received or a check needs to be issued, complete a Payment Requisition Form via Softdocs. Do not use this form if a purchase order (PO) has already been completed.

1) Complete the Payment Requisition Form in the Business Services section of Softdocs. Include the vendor name and address, invoice date and number, description of goods or services, any special instructions. If paying an individual, include their legal name.
2) Attach any required backup documentation (invoices) to the form in Softdocs.
3) The form will route through the approval workflow and ultimately reach Accounts Payable for processing in the next scheduled check run.

CHECK RUN

The Accounts Payable check run is typically conducted on **Wednesdays.** To ensure a payment requisition is included in the week's check run, all requisitions must be fully approved in Softdocs **by Tuesday at noon**, so please plan accordingly.

Paper checks will be available for pick-up on Friday at the Cashier's Window; unless otherwise noted, checks will be mailed. If a check is picked up to deliver to a vendor, it must be delivered within one week of issuance, as holding checks is not permitted.

By submitting a payment requisition, you (or the department) is authorizing the payment.

MANUAL CHECKS

In emergency situations, a manual check may be processed if the appropriate staff are available to prepare and sign the check. However, in most cases, planning ahead can prevent the need for this process.

1099 TAX FORMS

A 1099 tax form may be issued to any individual who provides a service to the College and whose payment is not processed through payroll. The Business Services department collects all necessary information to generate the 1099 during the New Vendor Process.

RECEIVED GOODS AND SERVICES

If goods or services were ordered using a purchase order (PO), notify Accounts Payable once the items have been received. To do so, email acctspayable@ccsdetroit.edu, indicating that the item(s) have arrived on campus and providing the delivery date, which is required for accurate year-end reporting. If an invoice was received from the vendor along with the items, please forward it to Accounts Payable as well.

TRAVEL EXPENSE REPORTS

Please refer to the Travel and Entertainment Policy for all rules and guidelines; this policy is available under Campus Offices in both Business Services and Human Resources.

For meal reimbursements, an itemized receipt is required. If an itemized receipt is not submitted, the meal will not be reimbursed. Credit card authorization slips are not acceptable as documentation for meals.

ADVANCES

Employees may request a travel advance for business-related trips by completing an Advance Request Form approximately two weeks prior to the planned travel. Advances may cover the cost of meals, lodging, transportation, mileage, tips, parking, conference fees, and other related expenses. Faculty professional development funds must be requested in advance and approved by the Academic Affairs Office.

Upon returning to campus, a Travel & Expense (T&E) Reimbursement Form must be submitted via Softdocs within 10 business days, detailing how the advance was spent. The form will be reviewed and approved by the employee's supervisor. Any unspent advance must be returned immediately to the Cashier's Office upon completion of the Travel & Expense form. If additional funds are due to the employee, a check will be processed through Accounts Payable.

All receipts for petty cash purchases must be returned to the Coordinator, and receipts for check-issued travel advances must be submitted to Accounts Payable. Returned funds may be paid by cash, check, or credit card (note: a fee applies if using a credit card).

MILEAGE

The current mileage reimbursement rate is posted on the Business Services Campus page. This rate is based on IRS publications and may change each January. CCS reimburses based on mileage, not on gas receipts. For reimbursements under $60, petty cash may be provided at the Cashier's Window. Mileage will not be reimbursed for trips where the College shuttle is available.

To request reimbursement, complete a Mileage Reimbursement Form via Softdocs. CCS reimburses employees only for mileage that exceeds their normal commute. The reimbursable distance is calculated by taking the total miles driven and subtracting the miles to the employee's usual work destination (e.g., Home, Taubman Center, Ford Campus). The Softdocs form guides employees through this calculation for each trip.

CORPORATE MASTERCARD

Corporate MasterCard cards are issued to employees for legitimate travel and entertainment expenses. Cardholders must not use the card to bypass the College's purchasing processes or charge for non-approved expenses unless prior approval is obtained from the VP of Finance/CFO. Authorization to obtain a card must be completed via the Corporate Credit Card Request Form in Softdocs. Although the card is issued in an individual's name, it is considered College property. Complete details are available through the Business Services department.

Business Services receives a monthly invoice from MasterCard. Cardholders must submit an electronic expense report monthly via the JP Morgan Smartdata Website, due to Business Services by the 5th business day of each month. This allows sufficient time for review and processing. If a report is not received by the due date, the cardholder will be notified of missing documentation, and card privileges may be suspended until the proper paperwork is submitted.

BUDGETS

BUDGET REPORTS

You can access your department's budget in real time through Self-Service. Access must be set up by the Business Services department; please contact the Assistant Director of Business Services if you require access.

Always charge items to the appropriate account number, even if it results in going over a specific line item, as long as you remain within your overall budget.

Budget preparation and requests occur in mid-winter through early spring for the following fiscal year. Each budget center owner compiles requests for their department's needs. The Director of Business Services and VP of Finance/CFO schedule meetings with each budget center owner to review necessary changes. When preparing the operating budget with the Budget Committee, the College's overall needs and priorities are considered. **CCS' fiscal year runs from July 1 to June 30.**

ACCOUNT NUMBER SCHEME

Budget accounts follow the format **A-BBBB-CCCC** (example: 1-3300-7200).

A = Type of Fund:
- 1 = Unrestricted (used by most departments)
- 2 = Restricted Accounts (primarily used by External Relations and Sponsored Projects)
- 3 = Endowment

BBBB = Budget Center: Defines the department (e.g., 3100 = Business Services, 4XXX = all academic departments, 4550 = Foundations).

CCCC = Line Item Account Number: Defines the type of account or line item (e.g., 4500 = Corporate Gifts, 7200 = Office Supplies, 6000 = Administrative Salaries).

The first digit of the account number indicates the account type:
1 = Asset, 2 = Liability, 3 = Fund Balance/Equity, 4 = Revenue, 5–9 = Expense.

For a complete list of account numbers, refer to the Business Services page for the List of Expense Account Numbers and List of Operating Budget Centers.

If you believe an additional account number is needed or would like a particular line item account included in your budget center, please contact the Director or Assistant Director of Business Services.

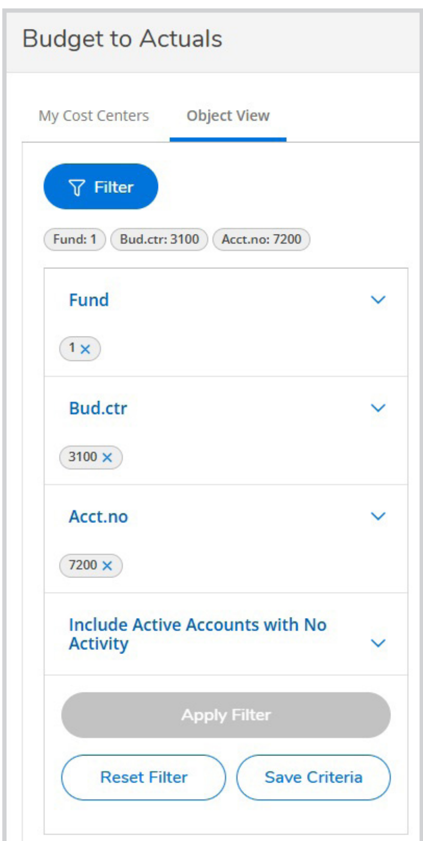
SELF-SERVICE

Self-Service can be accessed through the Access Manager via https://idp.collegeforcreativestudies.edu/

Once logged in, click on Financial Management, then select Budget to Actuals.

Self-Service offers two views: My Cost Centers and Object View. The My Cost Centers view displays each of your budget centers individually with a progress chart. Clicking on a budget center provides a detailed view of each account, including the following columns:

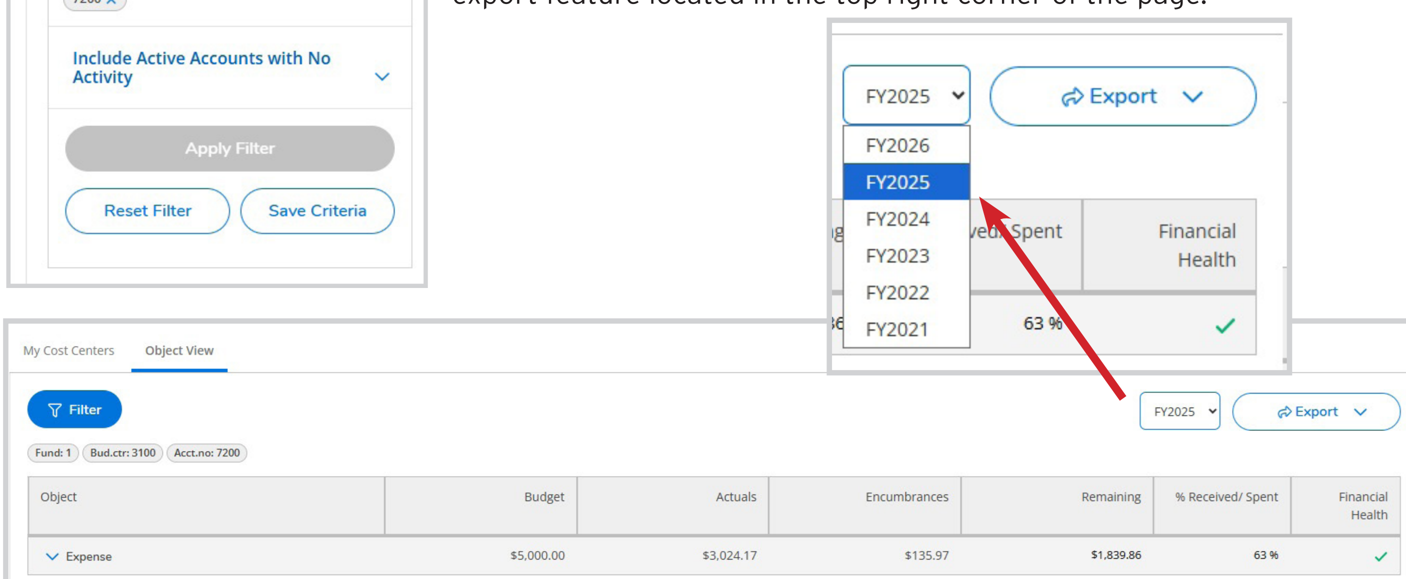
- **Budget** - the amount allocated during the budget process.
- **Actuals** - the amount charged to the account during the current fiscal year. Please note: if paying several invoices at once, they will be paid in lump sums. The portion charged to your department will appear in the budget summary. If you detail into the voucher, you will see the total amount that the College paid. For example, you will see this occur with Amazon or Staples.
- **Encumbrances** - funds allocated via a PO but not yet paid by Accounts Payable.
- **Remaining** - Budget minus Actuals and Encumbrances = the remainder amount for your budget.
- **% Received/Spent** - the percentage of your budget used.
- **Financial Health** - a green check mark indicates within budget, yellow hazard sign indicates nearing budget, and red exclamation mark indicates over budget.



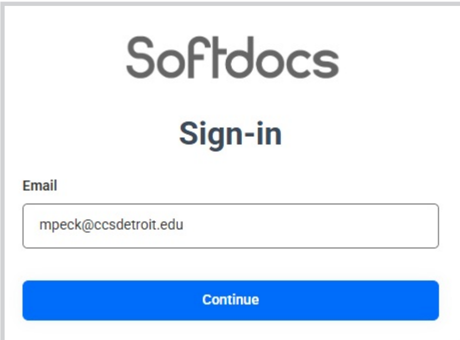
The Object View displays the same data but organizes it by account number instead of budget center. You can also filter results by fund, budget center, or account using the blue filter button on the Budget to Actuals page, which works in both views.

You can filter your results to view a specific account, fund, or budget center. On the Budget to Actuals page, click the blue filter button, enter the desired fund, budget center, or account, and then click Apply Filter. This filtering function works in both the My Cost Center and Object View.

Self-Service retains data for the past **six** fiscal years, allowing you to compare activity across years. Use the dropdown at the top right labeled FYYEAR to toggle between fiscal years. You can also export data from Self-Service for use in departmental spreadsheets or reports, with the export feature located in the top right corner of the page.



SOFTDOCS



The Business Office uses Softdocs for all internal and external forms.

Softdocs can be accessed via https://ccs.etrieve.cloud/central/forms

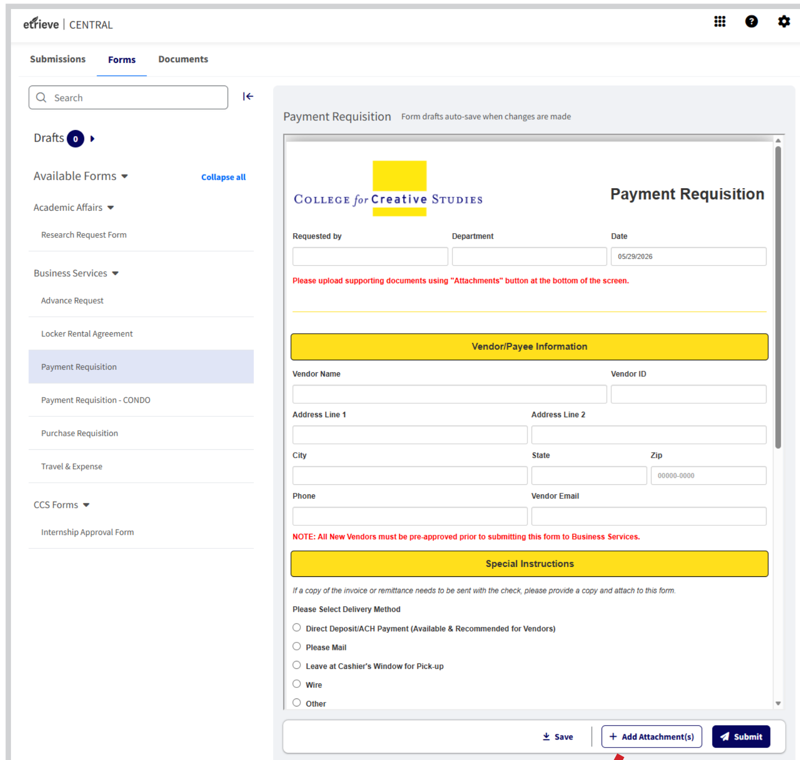
You can sign in using your CCS credentials by entering your email address. If you are not already logged into Access Manager, Softdocs will prompt you to log in using your CCS username and password.

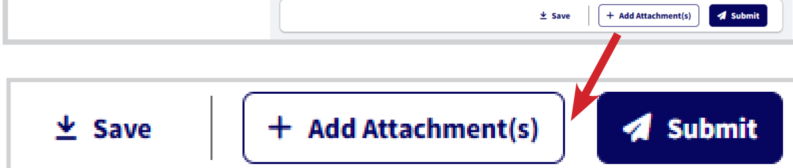
Once signed in, you will be taken to your Central Dashboard, which includes Submissions, Forms, and various Documents.

Click on Forms and use the arrows to navigate through the available forms for the Business Services Department.

Once a form is selected, you can view and complete it directly within the dashboard. Form drafts automatically save whenever changes are made. Many fields, including Department, Vendor, and GL Account information, will auto-populate based on the information entered.

The forms are designed to calculate pricing and route requests to the appropriate authorized signers, as well as any departments that may need to approve sponsored project funding, technology requests, capital project funding, or other specialized requests.





Once a department is selected, the Authorized Signature fields at the bottom of the form will automatically populate. These fields should not need to be changed. If you notice an issue or inconsistency, please contact the Business Office at busserv@ccsdetroit.edu

If attachments are required, use the Add Attachment(s) button at the bottom of the form. When you are ready to submit your request, click Submit.

The approval workflow takes place behind the scenes and will automatically route the form to the appropriate individuals and departments for review and approval.

If you are an Authorized Signer receiving a form for approval, you will see Approve and Decline buttons at the bottom of the form. If a form is declined, it will be routed back to the originator for edits, and they will receive an email notification explaining that revisions are needed before the request can proceed. You are also able to Return or Refer the packet to another person.