AGENDA

Welcome .... AVP Agnes Wong Nickerson

- Travel Updates  David Chelliah
- CFS and BI Security  Constance Cavallas
- Procurement Updates  Stephen Smith
- Special Events through UCorp  Tammie Ridgell
- Campus Copy Center  Chris Farmer/Wilson Fan
- Credit Card Options  Jacqueline Green
- Centralized Billing  Gloria Tseung/Cora Wong
- Campus Solutions  Brian Beatty & Don Krueger
- Budget Updates  Franz Lozano
Travel Updates

- Connexxus
- Hotel Policy
- Mileage Rate
- Personal Liability Card
CFS and BI Security

• Provide Fiscal Affairs information on employees who:
  • left the university -> HR List
  • moved to another department
  • changed job classification
• Other Financial applications/privileges affected
  • Connexxus
  • Imaging System Access
  • Office Max
  • Procurement Card

email accounts are deactivated within 30 days from departure
while LDAP/UIN and password remain active
email fiscal@sfsu.edu with subject: Position Update
Procurement Updates

Stephen Smith
Preparing Special Events through UCorp

Tammie Ridgell
Steps to Consider for Special Events - UCorp

- Special Events are considered conferences, workshops and events
- Contact Project Coordinator at UCorp to discuss event and requirements
  - Kathleen Bruno  x87920
- Approved Payment Options
  - Accepting checks
    - All checks should be made payable to the University Corporation, SF State
    - All checks should be endorsed and deposited promptly at the Bursar’s office.
Steps to consider for Special Events – UCorp

• Approved Payment Options (con’t)
  • Credit Card
    • Accept credit card payments through the UCorp website
      • Contact Anthony Victoria to setup x82238
    • Use handheld wireless terminal (i.e. walkup registrations, auctions, weekend activities, etc.)
      • Contact Anthony Victoria

• Items to consider when having an event
  • Insurance
  • Fundraising events should work with development
Campus Copy Center

Chris Farmer and Wilson Fan

Wilson Fan, Campus Copy Center Supervisor
Phone: (415) 338-2434
Fax: (415) 338-6992
Email: wilsonf@sfsu.edu
Food Trucks

Food Trucks now serving lunch M-F, 11am-2pm, between the Science Building and Hensill Hall. Different truck daily.

Schedule:
ucorp.sfsu.edu
Credit Cards at SF State

• SF State now accepts VISA as a form of payment
• Service fee remains the same as the other cards—2.5%
• Update any websites your department maintains that may reference credit cards as a method of payment
Handheld FD400 Wireless Terminal
FD400 Wireless Terminal

- Wireless handheld credit card device which accept payments for daily and weekend activities
- Fee → Monthly fee $15.00
  - Purchase for $770.00
  - Rental fee of $$$
- Service fee charged
  - Depending on credit card type - varies from 1.5% to 2.5%
  - Paid by Department
- Funds goes directly to the Wells Fargo Account
- Department contacts the Bursar’s Office for recording revenue
- Eliminate taking cash or checks
Centralized Billing

• CFS AR/Billing Project – CMS Mandated
  • High Level Timeline
  • Benefits
  • Go-Live Date – July 1, 2013  FY 2013
CFS AR/Billing Project

High Level Timeline

- CFS Production Cut-Over
- Acceptance Testing
- System Testing
- Security and Training
- Configuration and Business Process Validation
- Planning

Jul Aug Sept Oct Nov Dec Jan Feb Mar Apr May Jun Jul 2 0 1 2 2 0 1 3
Benefits of Centralized Billing

CFS AR/Billing module- a complete, integrated billing solution

• Invoices are posted directly to the General Ledger
• Simplify 3rd party invoicing
• Reduced billing time improves cash flow
• Revenue is distributed directly to appropriate funds/projects
• Ensure timely and complete recording of all receivables
Centralized Billing (con’t)

• Billing Options
  • Fund Transfer
  • Cash Posting Order (CPO)
  • Campus Invoicing

• Campus Billing Policy
Campus Third-Party Billing Policy

To ensure the reporting integrity of aged receivables in compliance with Financial Integrity and State Managers Accountability Act (FISMA) and Generally Accepted Accounting Principles (GAAP), it is necessary to have all 3rd party billing for the university processed by the university Accounts Receivable unit in the Accounting Office of Fiscal Affairs.

Departments need to provide the necessary billing information such as chartfield, entity/contact name, billing address, contact email address, phone number, and a detailed description of the reimbursement or services rendered to Accounts Receivable Supervisor, Cecilia Hermogeno, cmh@sfu.edu, X82390 at N-ADM358C. A formal university invoice will be generated from the university Accounts Receivable Module (ARM) for proper tracking and reporting.

All outstanding invoices in the ARM system will be monitored by Accounts Receivable in Fiscal Affairs to ensure effective collection, optimal cash-flow, and adequate internal controls. In addition to email and telephone follow-up on the outstanding invoices, Accounts Receivable will send collection reminder letters to the billing entity every 30 days, up to a maximum of 3 letters.
CMS Campus Solutions Project

Brian Beatty and
Don Krueger
Agenda

- Introduction to CMS
- Governance
- Project Leadership
- Phases of Project
- Timeline
- Upcoming Activities
- User Involvement
- Summary
Introduction to CMS

About CMS

• Common Management System began in 1998. By June 2001 Human Resources and Financials were live at 11 campuses

• Currently:
  • All 23 campuses, plus the Chancellor's Office (CO) are live on Human Resources
  • 22 campuses plus the CO are live on Financials (exception is San Diego)
  • 21 campuses are live on Student Administration (exceptions are San Francisco, San Diego)
CMS – Governance

Common Management System (CMS)
Campus Solutions Project Organization

CMS Executive Committee
Phoebe Kwan, AVP and CTO (Chair)
Brian Beatty, AVP Academic Affairs Operations
Agnes Wong Nickerson, AVP Fiscal Affairs
Gene Chelberg, AVP Strategic Planning and University Compliance
Leslie Wilbourn, Io Project Manager
Don Krueger, Dir. Projects and Planning

CMS Steering Committee
Don Krueger, Project Director (Chair)
Brian Beatty, Academic Affairs
Suzanne Dmytrenko, Registrar’s Office
Longin Gogu, Enrollment Services
Henry McCoy, Human Resources
Cora Wong, Bursar
Rita Xiong, DoIT
Bill Choi, DoIT
Sachin Yadav, DoIT
Leslie Wilbourn, Io Project Manager

Communications Committee
Brian Beatty, Academic Affairs
Don Krueger, Project Director
Leslie Wilbourn, Io Project Manager
(Additional Members TBD)

CMS Project Management
Don Krueger, Project Director
Leslie Wilbourn, Io Project Manager
Longin Gogu, Functional Manager
Sachin Yadav, Asst. Project Manager
Rita Xiong, Technical Manager
Bill Choi, Asst. Technical Manager
Jim Hunger, Io Technical Project Manager

Change Management Committee
Io Project Manager, Leslie Wilbourn
(Additional Members TBD)
Project Executive Committee

Phoebe Kwan (chair)
Associate Vice President and Chief Technology Officer

Agnes Wong Nickerson
Associate Vice President of Fiscal Affairs

Eugene Chelberg
Associate Vice President for Student Affairs

Brian Beatty
Associate Vice President, Operations / Associate Professor, Equity, Leadership Studies and Instructional (ELSIT)

Don Krueger
Director of Projects and Planning

Leslie Wilbourn
Io Consulting, Project Manager
Project Steering Committee

Project Managers

Don Krueger, Director of Projects and Planning (chair)
Leslie Wilbourn, Io Consulting, Project Manager

Brian Beatty, Associate Vice President, Operations
Cora Wong, Director, Student Financial Operation/Business Systems
Longin Gogu, Director, Enrollment Management Technology
Suzanne Dmytrenko, University Registrar
Henry McCoy, Director, Academic Personnel/HR Management Systems
Rita Xiong, Director, Student Applications
Bill Choi, Database Administration Coordinator
Sachin Yadav, Projects and Planning Team Lead
Io Consulting, Inc.

- Founded in 1996
- 100% focused on Higher Education
- 13 Years experience with CSU
Overall Phases of the Project

Phase 1 – Project Planning
Phase 2 – Define System Structure
Phase 3 – Build System
Phase 4 – Transition and Test System
Phase 5 – Deployments (Phased)
Phase 1 – Project Planning

Project Planning

• Readiness Assessment
• Project Plan
• Communication Plan
• Development Plan
• Testing Plan
• Training Plan
Phase 2 – Define System Structure

Defining the System Structure

- Core Team Training – Functional
- Core Team Training – Technical
- Fit/Gap Sessions

…where the decision makers meet with the consultants to review, evaluate, and make decisions regarding the system structure.
Target “Go-Live” Timeline

09/2013  Campus Community, Admissions, Class Schedule, Campus Community
01/2014  Financial Aid ISIRs
02/2014  Financial Aid Packaging, Transfer Credit
05/2014  Student Registration, Academic Advisement
07/2014  Student Financials
08/2014  Financial Aid Disbursement, SR Grades, Transcripts, Degree Audit
Upcoming Activities

- Testing Training
- Student Financials Functional Training
- Student Financials Fit/Gap Sessions
- Academic Advisement Fit/Gap Sessions
- Transfer Credit Fit/Gap Sessions
- HEUG – Steering Committee Attending
- PeopleSoft Application Engine Technical Training

Fit/Gap Sessions, Decisions, Documentation Scheduled to be completed by May 1, 2013
User Involvement

• User Involvement...
  • Assist with decision making
  • Clarifying business processes
  • Assist with testing efforts
  • Readiness for training efforts
  • Readiness for change

Due to the phased implementation – testing, training, and transition readiness will be scheduled based upon each of the academic activities go-live dates.
Key Success Factors

![Bar chart showing key success factors including User involvement, Management support, Clear statement of requirements, Proper planning, Realistic expectations, Smaller milestones, Competent staff, and Ownership. Each factor is represented by a different color with varying heights.]
Budget Updates

Franz Lozano
Governor’s Proposed 2013-14 Budget

February 2013

Budget Administration & Operations
Summary of the Governor’s Proposed 2013-14 State Budget

Balanced Budget
- $97.7 Billion spending plan and $1 Billion in reserve
- A balanced multi-year budget plan
- New funding formula for K-12 and Community Colleges
- Reinvests in Education with the passage of Prop 30 (including 39)
  - $2.7 Billion increase funding for K-14 from $47.3 Billion in 2011-12 to $56.6 Billion in 2013-14
  - $125.1 Million increase funding each for CSU and UC

Achieving Fiscal Balance
- Made difficult programmatic spending cuts over the past two years in education, corrections, and health and human services to achieve a fiscal balance
- Last two budget cycles have eliminated over $20 Billion in budget deficit
- Temporary tax revenues from Proposition 30 and 39 helped achieve a balance budget

Uncertainties and Risks Continue
- The sunset of temporary sales and incomes taxes (Prop 30, Governor’s tax initiative)
- Federal fiscal policies (debt ceiling, sequestration)
- Wall of debt - past budgetary obligations accumulated over the past years/decades
- Unfunded liabilities in the state’s Unemployment Insurance Fund, and liabilities in retiree health costs, pension systems, and rising health care costs
Governor’s Proposed 2013-14 Budget
General Fund Expenditure Summary
(in Millions)

<table>
<thead>
<tr>
<th></th>
<th>2012-13</th>
<th>2013-14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior Year Balance</td>
<td>-$1,615</td>
<td>$785</td>
</tr>
<tr>
<td>Revenues and Transfers</td>
<td>$95,394</td>
<td>$98,501</td>
</tr>
<tr>
<td>Total Resources Available</td>
<td>$93,779</td>
<td>$99,286</td>
</tr>
<tr>
<td>Non-Proposition 98 Expenditures</td>
<td>$55,487</td>
<td>$56,780</td>
</tr>
<tr>
<td>Proposition 98 Expenditures</td>
<td>$37,507</td>
<td>$40,870</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>$92,994</td>
<td>$97,650</td>
</tr>
<tr>
<td>Fund Balance</td>
<td>$785</td>
<td>$1,636</td>
</tr>
<tr>
<td>Reserve for Liquidation of Encumbrances</td>
<td>$618</td>
<td>$618</td>
</tr>
<tr>
<td>Special Fund for Economic Uncertainties</td>
<td>$167</td>
<td>$1,018</td>
</tr>
</tbody>
</table>

Source: Governor’s Proposed 2013-14 Budget
http://www.ebudget.ca.gov/pdf/BudgetSummary/SummaryCharts.pdf
# Governor’s Proposed 2013-14 Budget

## Total State Expenditures by Agency

*(in Millions)*

<table>
<thead>
<tr>
<th>Agency</th>
<th>General Fund</th>
<th>Special Fund</th>
<th>Bond Fund</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legislative, Judicial, Executive</td>
<td>$2,546</td>
<td>$2,579</td>
<td>$275</td>
<td>$5,400</td>
</tr>
<tr>
<td>Business, Consumer Services &amp; Housing</td>
<td>645</td>
<td>741</td>
<td>68</td>
<td>$1,454</td>
</tr>
<tr>
<td>Transportation</td>
<td>207</td>
<td>8,186</td>
<td>5,085</td>
<td>$13,478</td>
</tr>
<tr>
<td>Natural Resources</td>
<td>2,062</td>
<td>1,181</td>
<td>1,209</td>
<td>$4,452</td>
</tr>
<tr>
<td>Environmental Protection</td>
<td>46</td>
<td>2,450</td>
<td>127</td>
<td>$2,623</td>
</tr>
<tr>
<td>Health and Human Services</td>
<td>28,370</td>
<td>16,799</td>
<td>76</td>
<td>$45,245</td>
</tr>
<tr>
<td>Corrections and Rehabilitation</td>
<td>8,805</td>
<td>2,272</td>
<td>4</td>
<td>$11,081</td>
</tr>
<tr>
<td>K-12 Education</td>
<td>41,068</td>
<td>119</td>
<td>5</td>
<td>$41,192</td>
</tr>
<tr>
<td>Higher Education</td>
<td><strong>11,109</strong></td>
<td>45</td>
<td>383</td>
<td><strong>11,537</strong></td>
</tr>
<tr>
<td>Labor and Workforce Development</td>
<td>329</td>
<td>535</td>
<td>0</td>
<td>$864</td>
</tr>
<tr>
<td>Government Operations</td>
<td>742</td>
<td>335</td>
<td>13</td>
<td>$1,090</td>
</tr>
</tbody>
</table>

**General Government:**

<table>
<thead>
<tr>
<th>Category</th>
<th>General Fund</th>
<th>Special Fund</th>
<th>Bond Fund</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Agency Departments</td>
<td>528</td>
<td>1,581</td>
<td>3</td>
<td>$2,112</td>
</tr>
<tr>
<td>Tax Relief/Local Government</td>
<td>421</td>
<td>1,876</td>
<td>0</td>
<td>$2,297</td>
</tr>
<tr>
<td>Statewide Expenditures</td>
<td>772</td>
<td>2,229</td>
<td>0</td>
<td>$3,001</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>97,650</strong></td>
<td><strong>$40,928</strong></td>
<td><strong>$7,248</strong></td>
<td><strong>$145,826</strong></td>
</tr>
</tbody>
</table>

Source: Governor’s Proposed 2013-14 Budget  
http://www.ebudget.ca.gov/pdf/BudgetSummary/SummaryCharts.pdf
Governor’s Proposed 2013-14 Budget
General Fund Expenditures by Agency
(in Millions)

- Health and Human Services: $28,370 (29.0%)
- K-12 Education: $41,068 (42.1%)
- Higher Education: $11,109 (11.4%)
- Corrections and Rehabilitation: $8,805 (9.0%)
- Natural Resources: $2,062 (2.1%)
- Legislative, Judicial, Executive: $2,546 (2.6%)
- General Government: $1,721 (1.8%)
- Government Operations: $742 (0.7%)
- Environmental Protection Agency: $46 (0.1%)
- Transportation: $207 (0.2%)
- Labor and Workforce Development: $329 (0.3%)
- Business, Consumer Services & Housing: $645 (0.7%)

Source: Governor’s Proposed 2013-14 Budget
http://www.ebudget.ca.gov/pdf/BudgetSummary/SummaryCharts.pdf
Governor’s Proposed 2013-14 Budget
General Fund Revenue Sources
(in Millions)

| Source: Governor’s Proposed 2013-14 Budget | http://www.ebudget.ca.gov/pdf/BudgetSummary/SummaryCharts.pdf |

<table>
<thead>
<tr>
<th>Revenue Source</th>
<th>2012-13</th>
<th>2013-14</th>
<th>Dollar Change</th>
<th>Percent Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Income Tax</td>
<td>$60,647</td>
<td>$61,747</td>
<td>$1,100</td>
<td>1.8%</td>
</tr>
<tr>
<td>Sales and Use Tax</td>
<td>20,714</td>
<td>23,264</td>
<td>2,550</td>
<td>12.3%</td>
</tr>
<tr>
<td>Corporation Tax</td>
<td>7,580</td>
<td>9,130</td>
<td>1,550</td>
<td>20.4%</td>
</tr>
<tr>
<td>Insurance Tax</td>
<td>2,022</td>
<td>2,198</td>
<td>176</td>
<td>8.7%</td>
</tr>
<tr>
<td>Liquor Tax</td>
<td>320</td>
<td>326</td>
<td>6</td>
<td>1.9%</td>
</tr>
<tr>
<td>Tobacco Taxes</td>
<td>91</td>
<td>89</td>
<td>-2</td>
<td>-2.2%</td>
</tr>
<tr>
<td>Motor Vehicle Fees</td>
<td>26</td>
<td>23</td>
<td>-3</td>
<td>-11.5%</td>
</tr>
<tr>
<td>Other</td>
<td>3,994</td>
<td>1,724</td>
<td>-2,270</td>
<td>-56.8%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$95,394</strong></td>
<td><strong>$98,501</strong></td>
<td><strong>$3,107</strong></td>
<td><strong>3.3%</strong></td>
</tr>
</tbody>
</table>

Note: Numbers may not add due to rounding.
Governor’s Proposed 2013-14 Budget
General Fund Revenues

- Personal Income Tax: 62.7%
- Sales and Use Taxes: 23.6%
- Corporation Tax: 9.3%
- All Other: 4.4%

Total: $98.5 Billion

Source: Governor’s Proposed 2013-14 Budget
http://www.ebudget.ca.gov/pdf/BudgetSummary/SummaryCharts.pdf
Sales and Use Taxes Levied for State and Local Purposes

State Fiscal Recovery Fund - to repay deficit financing bonds
0.25%

Local Public Safety Fund - for criminal justice activities (1993 Realignment)
0.50%

Local Revenue Fund - for various local agencies (2011 Realignment)
1.06%

State General Fund
3.94%

State Educational Protection Account - created by Prop 30 (2012)
0.25%

Local Revenue Fund - for health and social services (1991 Realignment)
0.50%

Bradley-Burns local sales and use tax - for city and county operations (.75%) and county transportation purposes (.25%)
1.00%

Total, Average State and Local Tax Rate
8.36%

Source: Governor's Proposed 2013-14 Budget
Summary of the Governor’s Proposed 2013-14 Budget for the CSU

Increase State Support for Higher Education for the next four years
5% funding increase for the first two fiscal years and 4% in the latter two fiscal years for CSU & UC
The Governor expects each higher education segment to achieve certain performance objectives like time-to-degree, continue to provide high-quality instruction while maintaining a lower cost of instruction, provide more online education courses, improve transfer rates, and improve graduation rates.

No Tuition and Fee Increases for the next four years
CSU & UC expected to maintain current tuition and fee levels through 2016-17

No Enrollment Targets
CSU & UC will have discretion in determining how many student to serve

Cap the Number of Units the State subsidizes
Students taking units in excess of the cap would be required to pay the full cost of instruction

Fund on-line courses
Provide $10M each to CSU & UC and $17M to CCC to expand the number of online courses

Retirement Costs
Freeze state appropriation funding for retirement costs based on 2012-13 payroll costs, segments to bear any additional retirement costs above 2012-13 levels

Incorporate General Obligation & Debt Service Payments to Universities Budgets
Provide one-time augmentation; CSU & UC will be responsible for future general obligation & debt service pmts

Health Care Costs
Provide CSU statutory authority to negotiate health care benefit costs (80/20 model)
Governor’s Proposed 2013-14 Budget Growth Funding for CSU

Source: [http://www.calstate.edu/pa/BudgetCentral/Jan2013Budget.pdf](http://www.calstate.edu/pa/BudgetCentral/Jan2013Budget.pdf)
Governor’s Proposed 2013-14 Budget
Proposed Funding for CSU

Source: http://www.calstate.edu/pa/BudgetCentral/Jan2013Budget.pdf
CSU 2013-14 Budget Request
State Funding

Mandatory Costs $48,182,000
Graduation Initiative and Student Success 58,000,000
Compensation—3 Percent Increase Pool 86,259,000
5 Percent Enrollment Growth (State funds only) 85,925,000
Urgent Maintenance Needs 50,000,000
Information Technology Infrastructure Upgrade / Renewal 20,000,000
Instructional Equipment Replacement 23,000,000
Center for California Studies 504,000

Requested Priorities for State Funding $371,870,000
## SF State 2012-13 Operating Budget Pre & Post-Election

*(in Millions)*

<table>
<thead>
<tr>
<th></th>
<th>Pre-Election</th>
<th>Post-Election</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund Allocation</td>
<td>$ 87.2</td>
<td>$ 104.6</td>
</tr>
<tr>
<td>Tuition Fees</td>
<td>161.7</td>
<td>148.7</td>
</tr>
<tr>
<td>Other Revenues, Fees, &amp; Reimbursements</td>
<td>42.2</td>
<td>42.2</td>
</tr>
<tr>
<td><strong>Total Projected Budgeted Revenues</strong></td>
<td>$ 291.1</td>
<td>$ 295.5</td>
</tr>
<tr>
<td><strong>Total Projected Budgeted Expenditures</strong></td>
<td>$ 306.4</td>
<td>$ 301.9</td>
</tr>
<tr>
<td><strong>Total Projected Structural Deficit</strong></td>
<td>$ (15.3)</td>
<td>$ (6.4)</td>
</tr>
</tbody>
</table>
Estimated Effect of Sequestration on SF State

- **Federal Grants and Contracts**
  - Annual Sequester Effect FY13-14: $2.1 M
  - March 1 - June 30, 2013 (4 months): $702 K

- **Financial Aid Programs**
  - *Workstudy*
    - Annual Sequester Effect FY13-14: $77 K
    - March 1 - June 30, 2013 (4 months): $26 K
  - *Supplemental Education Opportunity Grant Program (SEOG)*
    - Annual Sequester Effect FY13-14: $44 K
    - March 1 - June 30, 2013 (4 months): $15 K

- **Total Sequestration Effects**
  - Annual Sequester Effect FY13-14: $2.2 M
  - March 1 - June 30, 2013 (4 months): $743 K
New OneCard System

Cora Wong and Philip Titus
New Card Design
OneCard – One Currency

BayBuck$

Gator Dollars

Gator Dollars
Gator Dollars on Campus

Bookstore
Bricks (Pizza) at Mary Ward Hall
Café in the Park (outside Mary Park Hall)
Dining Center, City Eats
J. Paul Leonard Library: Copiers
Laundry
Peet's Coffee & Tea (in J. Paul Leonard Library)
Taqueria Girasol
Taza Smoothies & Wraps
Vending in University Housing area
Village Market & Pizza
Village Subway
Vista Room
OneCard Online

• **https://onecardonline.sfsu.edu**
  - View Gator Dollar meal plan balances
  - View account history and activity
  - Place a lost or stolen card on hold
  - Virtual Merchant Processing to handle credit card transactions to allow students, parents, and friends to deposit money to their card

For future release/use:

• **Shopper** – online placement of orders at participating merchants
• Student voting and surveys
• Parking permit registration
Available Extension Programs

• **Equipment Check Out** - uses the cardholder’s card to reserve, release, and track campus equipment

• **Tutoring Manager** - Gives tutoring centers the ability to allow students to request and reserve time with tutors, and for the administrators provides extensive reporting capabilities

• **Guest Check In** - Used in residence halls to monitor and accurately report all guests that come in or out

• **Library Sign In** - Allows for recording and controlling of access to various specialized rooms that include primary and secondary items – such as a photo lab with specific equipment or a certain room using specific software. Also controls access to course help

• **Sign Out** - Simply maintains a record of items given to specific cardholders – such as for a help center on a community college giving out information for 4-year colleges
Questions