

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

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# Memorandum

**September 18, 2017****Via E-mail Only**

**TO:** Chief Executive Officers  
Chief Business Officers  
Chief Student Services Officers  
Chief Instructional Officers

**FROM:** Frances Parmelee, Assistant Vice Chancellor  
College Finance and Facilities Planning Division

**SUBJECT: Updated Information on Invoicing Requirements**

## Background

An August 1, 2017 memorandum was issued to communicate the Chancellor's Office's recent implementation of FI\$Cal, a new financial system. Since then, we provided training to Chancellor's Office staff and external stakeholders, such as the ACBO Facilities Taskforce, and developed and refined tools and guidance. We appreciate your continued cooperation and input as we rolled out this new process. This memorandum's purpose is to provide new and updated information.

## Tools and Resources

Our website was updated to include new tools, such as training presentations, a Frequently Asked Questions document, and contact listing, and can be found at:

<http://extranet.cccco.edu/Divisions/FinanceFacilities.aspx>

The College Finance and Facilities Planning Division is available to provide hands-on training upon request. Please contact your designated Fiscal Liaison to schedule such trainings.

## **Clarifying Guidance**

Clarifying guidance and highlights of the most frequently asked questions are noted below:

- The new invoicing requirements only apply if the district receives funding through a grant/contract with the Chancellor's Office. Funding received through apportionment payments are not subject to the new invoicing requirements.
- The invoice template previously provided is a suggested template. Districts are welcome to customize the suggested template or use an existing invoice template as long as it includes all the necessary information to meet state requirements. To ensure your invoices meet state requirements, refer to the Invoice Review Checklist available on our website. Your designated Chancellor Office Fiscal Liaison will use this Checklist when reviewing and processing invoices.
- A district letterhead or logo is necessary to process the invoice. In addition, invoices should be received from districts, not the colleges.
- In the event your Fiscal Liaison returns an invoice for correction, re-submit the revised invoice to [accountspayable@cccco.edu](mailto:accountspayable@cccco.edu) and note in the email's subject line item "REVISED Invoice Enclosed – District/LEA Acronym – Agreement Number".

## **Updated RFA Language**

Going forward, RFAs will include new language to address these invoicing requirements. For all previously executed RFAs, districts can work with their Fiscal Liaisons/program monitors to amend the RFAs.

## **Contacts**

If you have any questions about this memo, please contact your designated Fiscal Liaison (see attached).

## FISCAL LIAISON CONTACT LIST

Division	Fiscal Liaison	
Executive Office	Karen Gilmer	<a href="mailto:kgilmer@CCCCO.edu">kgilmer@CCCCO.edu</a>
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