



**Business Office**  
**2026 Spring Training**  
**February 26, 2026**

# Welcome

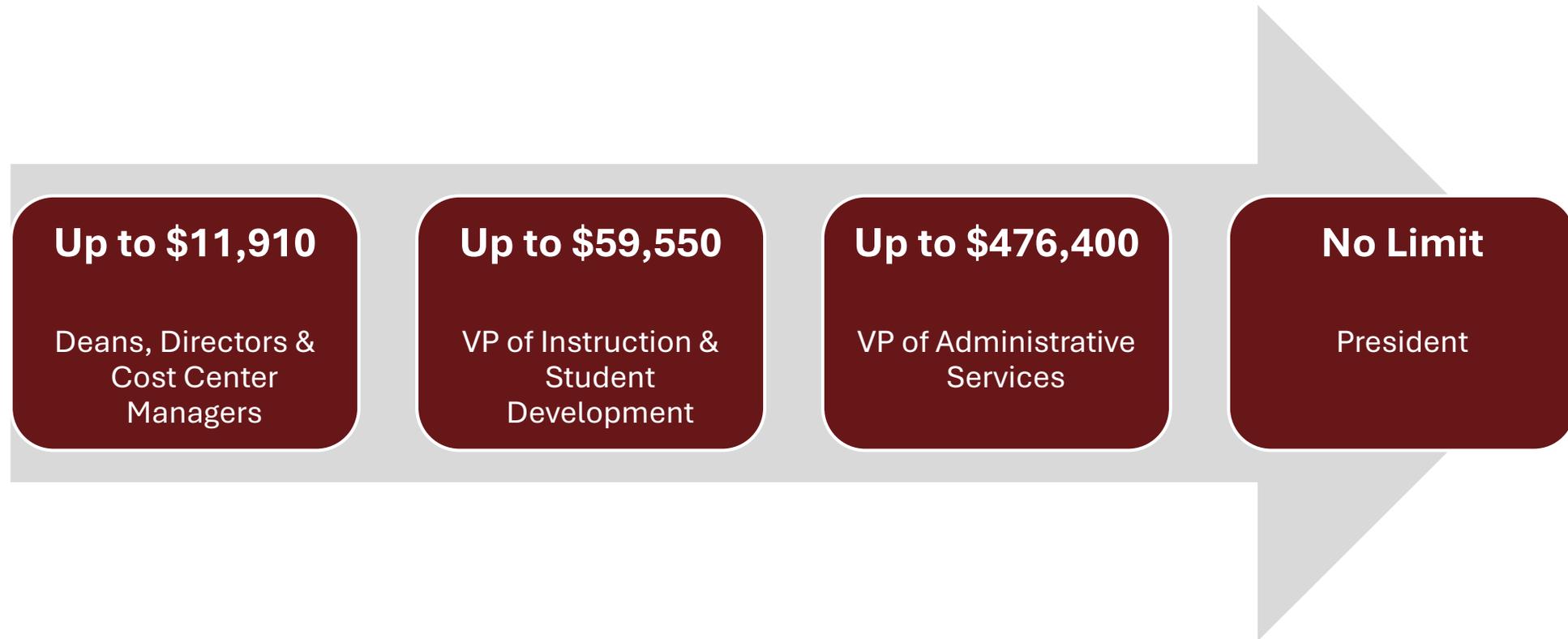
- Please remain on mute; there will be Question & Answer sessions
- Use the chat feature to ask questions
- 10-minute break
- Submit Evaluation Form to [BusAdmin-Assistant@redwoods.edu](mailto:BusAdmin-Assistant@redwoods.edu)



# Datatel Tips

- The “wildcard” - an ellipsis (...) is for more than just adding to the end of your search
  - It can be used at the beginning, middle, end and more than once in your search.
    - Example: 11006...4020...5... will pull up all expense object codes for your department
  - You can use many combinations of ellipses to find what you are looking for.
- In some areas of Datatel, use the ‘=’ sign when creating new descriptions for codes, etc. to retain capitalization, etc.
- **Shift + 2 = @** will recall the last GL code, student ID number, vendor, etc. that was looked up.
- Use F2 to drill in.
- F8 to cancel.
- F9 to save.
- If you cannot delete something from a field:
  - Click on the line number to delete.
  - Press Ctrl + Alt + D to delete.
- You can download many reports and various other information to Excel to review.

# Signatures/Approval Thresholds



GL Codes ending in 56xxx must have **Director of Administrative Services** (Ericka Barber) as **final approver**.

# Signatures/Approvals for Business Office Paperwork

**Senior Staff** refers to the President and the Vice Presidents only; this includes the following individuals who currently serve as Senior Staff for College of the Redwoods:

Dr. Keith Flamer	President
Ms. Julia Morrison	Vice President, Administrative Services
Dr. Crystal Morse	Vice President, Instruction & Student Development

Example signature/approval hierarchy with 3 managers reporting through each other and then to a VP:

Employee A (a Manager/Assistant Director) reports to Employee B (a Manager/Director) who reports to Employee C (a Manager/Director) who then reports to Senior Staff D (Senior Staff/VP). When Employee A needs to fill out travel paperwork, have requisitions approved, etc. they have their Manager/Director (Employee B) sign/approve as their Manager and finally their VP signs as the Senior Staff. This scenario leave Employee C completely out of the equation.

# Fiscal Year-End

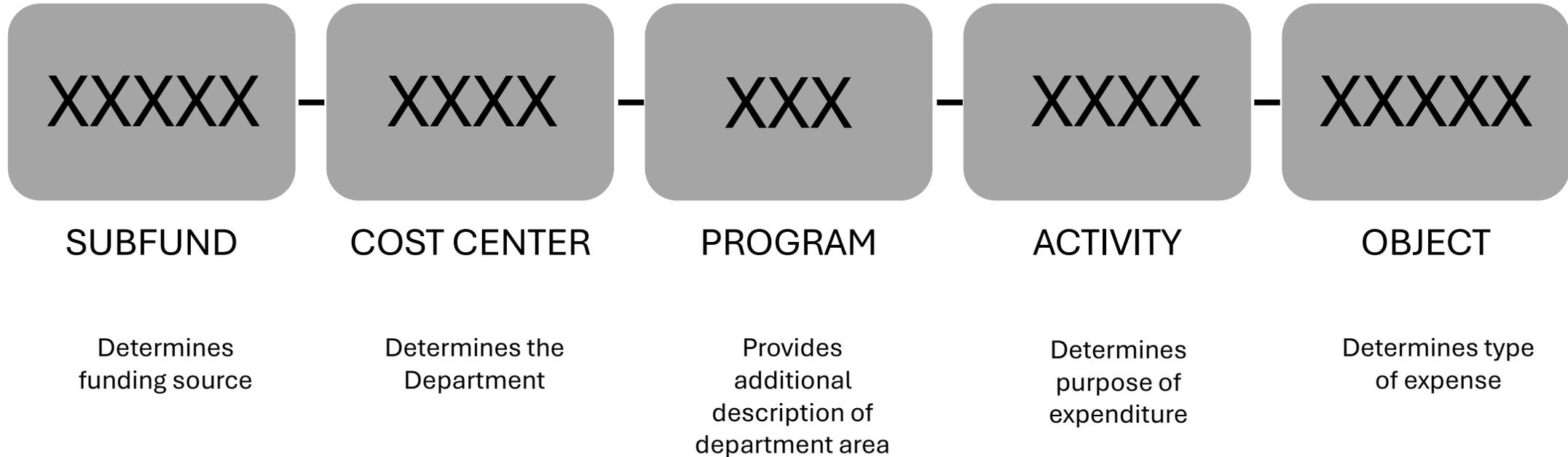
2025/2026 → 2026/2027

# Budget

# GL Codes / Budget Codes / Line Items

- Every financial transaction must use an appropriate General Ledger (GL) code.
- A GL code is broken out into 5 sections/segments, each section is its own “category”.

# GL Code Breakdown



***When requesting data from Business Office, please use the GL code section/category, rather than the program name.***

# GL Code Breakdown – Object Codes



**4XXXX Revenue**

**5XXXX Expenditure:**

- 51xxx** Instructional Salary
- 52xxx** Non-Instruction Salary
- 53xxx** Employee Benefits
- 54xxx** Supplies/Materials
- 55xxx** Operating Exp/Service
- 56xxx** Capital Outlay
- 57xxx** Other Outgoing

# Chart Of Accounts

- The Chart of Accounts is the master list of all financial codes
  - Can be used to help figure out correct GL coding for purchases
  - Is located on the Business Office webpage under Business Office Forms
  - Updated versions are uploaded every month



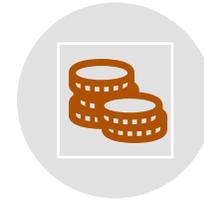
# Budget Reports



**ACBL** – Check account available balance, allocated budget, actual expenses & details, and encumbrances.



**AHST** – Check multiple year's available balance, allocated budget, actual expenses & details, and encumbrances.



**GLSA** – Snapshot of the budget, showing revenue, expenses, encumbrances, and available budget. Good to use for budget transfers and a quick overall view.



**GLTB** – Breakdown of the budget – showing details of each line item for revenues and expenses. Can be exported to excel. Good to use for billing purposes.



**XGLB** – Transfer budget from one expenditure GL to another.

**Step-by-step procedures for each report are now posted on business office webpage: [click here](#)**

*For one-on-one training specific to your department, please email [budget@redwoods.edu](mailto:budget@redwoods.edu)*

# ECBR – Payroll Detail Report

- Excel report providing detailed payroll and benefit costs, by employee
  - Is filterable in various ways to extract meaningful data.
- Provided by Business Office upon request by department
  - Can not be ran by departments themselves.
- To request:
  1. Email [budget@redwoods.edu](mailto:budget@redwoods.edu)
  2. Indicate requested Fiscal Year
  3. Indicate requested funding source or employee(s)

# Example of ECBR Report:

In the below example, the Department requested:

- Data for July & August 2025
- Data for Cost Center 6051

clcCostCenter	fldDate	fldReference	fldEmployeeID	fldEmployeeName	Subfund	Cost Center	Program	Activity	clcObject	clcEarnings	clcSTRS	clcPERS	clcFICA	clcH&W	clcSUI	clcWC	clcTotalBenefits	clcTotalCost
6051	7/20/2025	SUP	X	X	11006	6051	000	6720	52380	1,305.00	0.00	626.79	99.83	0.00	1.96	17.06	745.64	2,050.64
6051	7/31/2025	REG	X	X	11000	6051	000	6720	52120	5,050.93	0.00	1,354.15	386.40	1,872.58	7.58	66.02	3,686.73	8,737.66
6051	7/31/2025	REG	X	X	11000	6051	000	6720	52120	5,957.47	0.00	1,611.50	455.74	1,876.27	8.94	77.86	4,030.31	9,987.78
6051	7/31/2025	REG	X	X	11000	6051	000	6720	52120	5,784.13	0.00	1,550.73	442.49	1,875.56	8.68	75.60	3,953.06	9,737.19
6051	7/31/2025	REG	X	X	11000	6051	000	6720	52130	7,248.80	0.00	1,960.46	548.16	1,650.44	10.75	94.74	4,264.55	11,513.35
6051	8/20/2025	SUP	X	X	11006	6051	000	6720	52380	1,766.25	0.00	473.53	135.12	0.00	2.65	23.08	634.38	2,400.63
6051	8/31/2025	REG	X	X	11000	6051	000	6720	52120	5,050.93	0.00	1,354.15	386.40	1,873.42	7.58	66.02	3,687.57	8,738.50
6051	8/31/2025	REG	X	X	11000	6051	000	6720	52120	5,957.47	0.00	1,597.20	455.74	1,877.25	8.94	77.86	4,016.99	9,974.46
6051	8/31/2025	REG	X	X	11000	6051	000	6720	52120	5,784.13	0.00	1,550.73	442.49	1,875.83	8.68	75.60	3,953.33	9,737.46
6051	8/31/2025	REG	X	X	11000	6051	000	6720	52130	7,248.80	0.00	1,943.41	548.16	1,651.60	10.75	94.74	4,248.66	11,497.46
<b>Total</b>																		<b>84,375.13</b>

# Budget Process – FY 2026/27

## DISCRETIONARY BUDGETS:



## CATEGORICAL BUDGETS:



# Cost Center Contingency

- Once budgets are loaded, remaining available fund balances will be loaded in contingency accounts (GL codes ending in -57990).
- **Do not attempt to pay expenses from object code 57990**, this object is for budget only, not actuals.
- Move funds from contingency to the appropriate GL expense code(s).
- You can move funds by doing a budget transfer (XGLB).

# Fiscal Year End

- ✓ Monitor budgets regularly – actuals should not exceed budget allocations
- ✓ Confirm salaries & benefits are coded as expected (request ECRB, if needed)
- ✓ Submit budget corrections early
- ✓ Complete final adjustments NO LATER THAN July 30



# Budget Support

Email [budget@redwoods.edu](mailto:budget@redwoods.edu) for help or to set up 1:1 training

## Journals/Transfers

- For incorrectly posted transactions
- To move budget

## ECBR Request

- For departmental salary & benefit information

## Excel Tips & Tricks

- Pivot tables (quickly summarize data)
- Improving usability & efficiency for reporting

## Budget Reports

- ACBL, AHST, GLSA, GLTB, XGLB

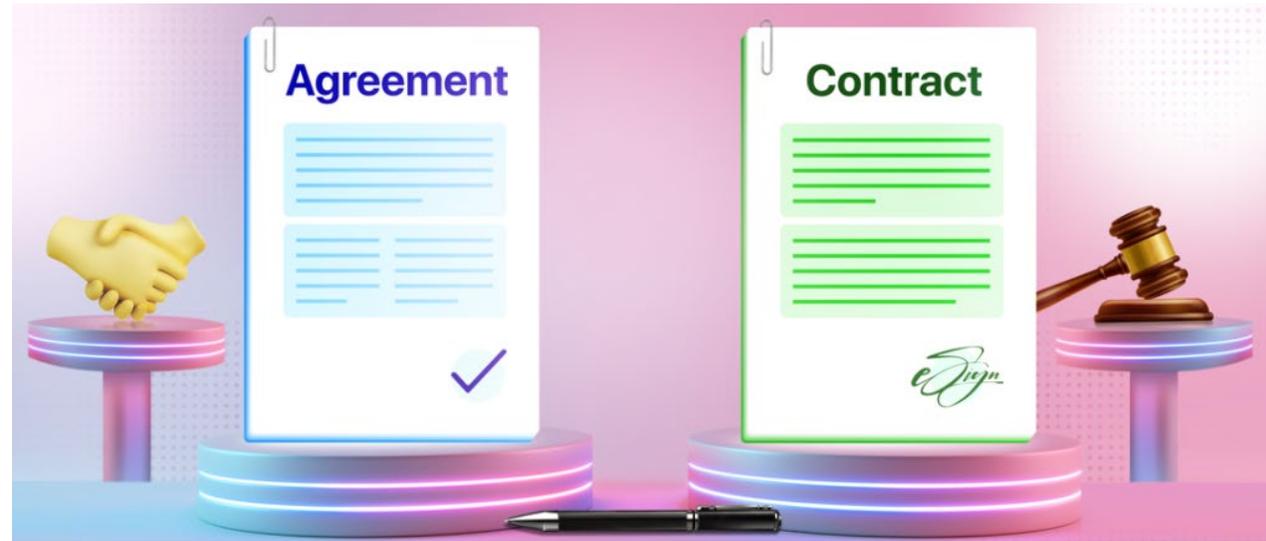
## Budget Planning & Loading

- Planning for future fiscal year

## GL authorization & setup

- Choosing appropriate GL code
- Creating GL code if not available

# Questions?



# Contracts

# When is a Contract Required?

- Contracts are required for:
  - Services > \$1,000
  - Goods > \$119,100
    - This amount is updated each year in January.

# Types of Contracts

## Services Agreement for Service Providers

- Outside entity providing specific **professional services**.

## CUPCCAA Contracts

- Specifically for **construction** or **public works projects**.
- *What is a public works project?*
  - Construction, alteration, demolition, installation, or repair work done under contract and paid for in whole or in part out of public funds.

## Service Agreement for Software Services (SaaS)

- SaaS is web-based software that is hosted on the provider's servers, allowing users to pay a subscription fee to access it anytime with an internet connection.

# Contract Terms

Continuing contracts for work or **services** furnished to the District:

- Not to exceed **five** years.

Contracts for **goods** (materials and supplies):

- Not to exceed **three** years.

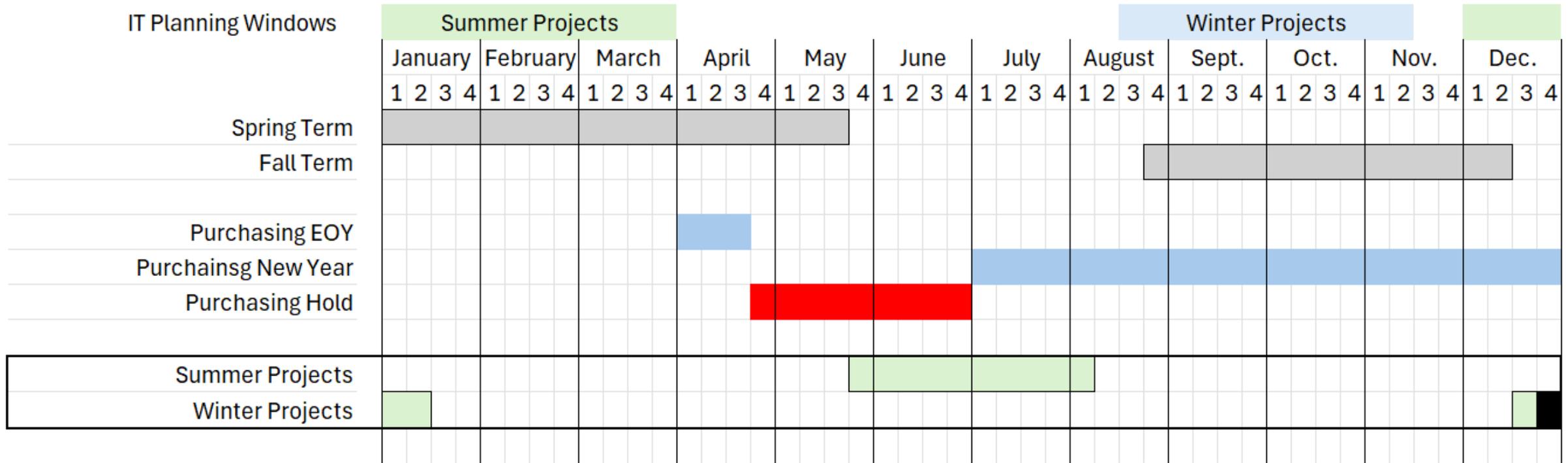
# Insurance Requirements

- At a minimum **professional liability** insurance is required for:
  - Engineers
  - Architects
  - Other licensed professionals
- **Cybersecurity** Insurance is required for SaaS contracts.
- If performing repairs or services on District property, the vendor must provide proof of the following:
  - Commercial
  - Auto and
  - Workers Compensation Insurance

*College of the Redwoods must be listed as “Additional Insured” on the Certificate of Insurance.*

***NOTE: A business license is required for an independent contractor/sole proprietor.***

# IT Planning Timelines



# Reminders

- Contracts are not enforceable until ratified by the Board of Trustees.
- Email contracts to: [contracts@redwoods.edu](mailto:contracts@redwoods.edu)
- Approval Limits:
  - Cost Center Managers < \$11,910.
  - The VP of Instruction and Student Development < \$59,550.
  - The VP, Administrative Services < \$476,400.
  - The President has no limit.

*\*These amounts change annually in January.*

# Questions?

# Purchasing



# Purchasing Reminders

Use the most recent versions of these forms:

- Re-encumber
- Dis-encumber
- Vendor Application

# Purchasing - Reminders

- Enter the AP Type in the REQM screen
  - For a District purchase – REG
  - For a Foundation purchase – FND
- Shipping vs. Shipping & Handling
  - Shipping – Not Taxed
  - Shipping & Handling – Taxed
- Mark Requisition Done – YES
- Do not enter approvals on the right-hand side of the APRV screen
- GL codes ending with **56xxx** must have the ***Director, Administrative Services*** as the final approver in Datatel

# Purchasing - Reminders

- If you enter the requisition, you must have a separate approver on your requisition. You cannot enter it and approve it.
- Email your supporting documentation ex: quote, contract, or invoice to [purchasing@redwoods.edu](mailto:purchasing@redwoods.edu) after the requisition has been approved to process the requisition and have it turned into a PO/BPO.
- Use the Printed Comments section and remember to use the tilde sign ~ before and after ~ to ensure the comments print on the PO or BPO.
  - ❖ Departments will continue to place their own orders after they have access to their PO/BPO, except for Technology purchases.

# Purchasing – Reminders

- **Amazon Business Account**

- Amazon purchases should be done with a BPO.
- District staff should not purchase items with a Cal Card.
- Facilities & Maintenance approval of furniture-related purchases.
- Purchasing items that require a *Safety Data Sheet*?
  - Please reach out to Facilities & Maintenance for further instructions.

- **Staples Advantage Account**

- The District has a Business Account with Staples.
- Staples purchases should be done with a BPO.
- District staff should be utilizing this account and avoid purchasing items on Staples.com with a Cal Card.

# Purchasing- Reminders

## Technology Purchases

- All technology purchases must start with the IT Department. This includes hardware, software, Licenses and Services.
- For SaaS (Software as a Service) Departments are required to bring IT into the planning phase to ensure compliance.



# Purchasing – New Process

- **CDW-G is our primary vendor for technology**
  - Quotes should be requested from the IT department via the ticket system.
  - Follow the format requested from the IT department when completing the req.
  - All items on the quote must be entered in the Requisition.
  - The 7-line item limit does not apply to CDW-G.
  - Once the req has been turned into a PO, purchasing will email the PO to IT for order to be placed.
  
- **Access to PO's & BO's**
  - Beginning with the new fiscal year, end users will have access to the Softdocs program, eTreive, which will allow them to view and print their own PO/BO documents directly.

# Purchasing

Please note that the approval limits on the following slide pertains to approving and/or signing for the following:

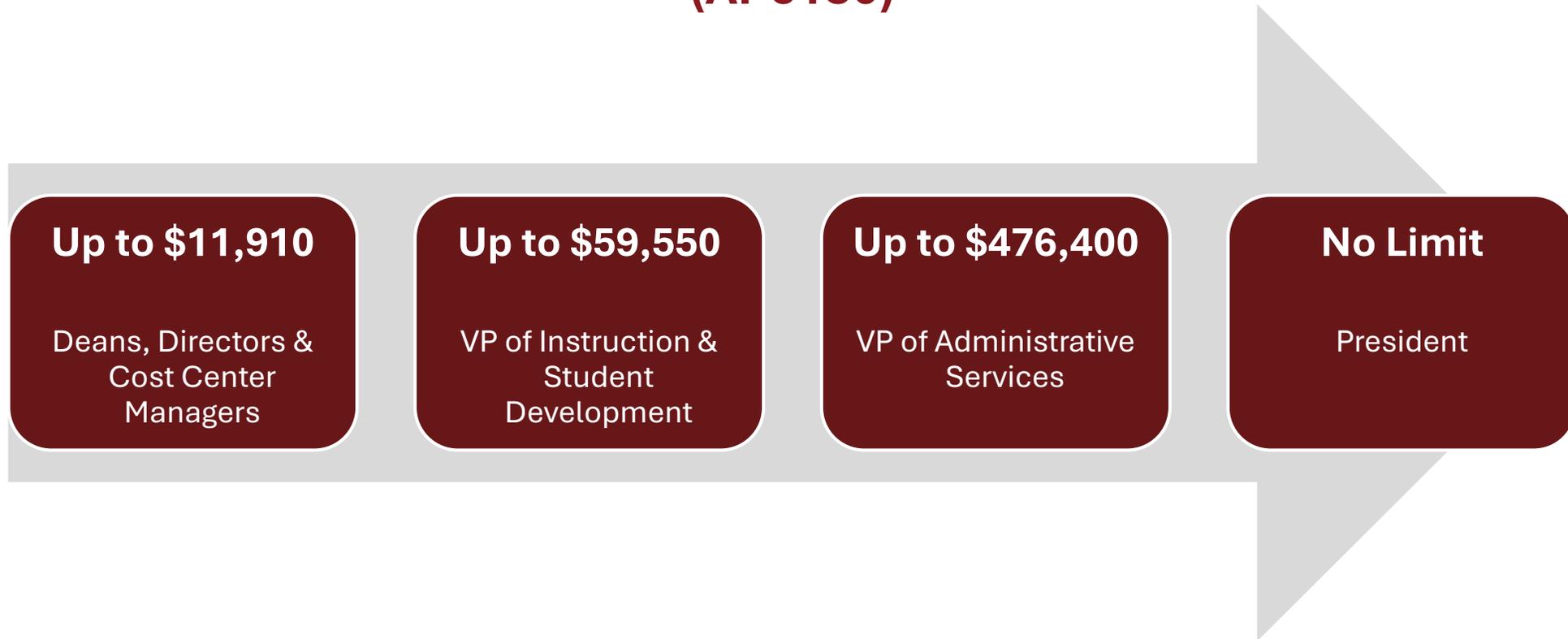
Requisitions

Contracts

Re-Encumbers

# Purchasing Approval Limits

(AP6150)



GL Codes ending in 56xxx must have **Director of Administrative Services** (Ericka Barber) as **final approver**.

# Purchasing - Fiscal Year Transition

## General Fund & Foundation

### APRIL 21, 2026

Last day to enter a requisition for FY 2025/26

### APRIL 28, 2026

Last day that purchase orders and blanket purchase orders will be created for FY 2025/26

2026 APRIL						
M	T	W	T	F	S	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

# Purchasing - Fiscal Year Transition

## Grants and Categorical Programs

2026  
MAY

M	T	W	T	F	S	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

### **MAY 19, 2026**

Last day to enter a requisition for FY 2025/26

### **MAY 26, 2026**

Last day that purchase orders and blanket purchase orders will be created for FY 2025/26

# Purchasing - Fiscal Year 2027

- June 2026
- Continue to close Fiscal Year 2025/2026 purchase orders and blanket purchase orders
- Prepare for 2026/2027 requisitions with departments



# Purchasing - Fiscal Year 2027

## Important Dates



- When can departments create requisitions for FY 2026/2027?
  - Monday, June 1, 2026
- Requisitions for 2026/2027 date must be dated **07/01/2026**

# Purchasing - Fiscal Year Transition

- **Check your e-mail!**
  - Departments will receive an e-mail listing all open purchase orders and blanket purchase orders on Monday, April 13, 2026.
  - Respond to [purchasing@redwoods.edu](mailto:purchasing@redwoods.edu) **and** [accounts-payable@redwoods.edu](mailto:accounts-payable@redwoods.edu) which purchase orders and/or blanket purchase orders can be closed.
  - In your email, please specify the:
    - Blanket PO number
    - Vendor name

# Questions?

# Travel

AP7400

Reminders, Updates, and Fiscal Year Transition



# Travel Program Updates

- We have created a checklist for Travel Expense and Advance Forms.
- Facilities & Maintenance has created a *How To Request A Gas Card* form.
- Mileage Rates recently increased.
- Travel Reimbursement timeline is 20 business days.
- Travel Forms for 2026/2027 will be posted on the Business Office website by June 18.
- Email all travel-related forms to [travel@redwoods.edu](mailto:travel@redwoods.edu).



# Travel Program Reminders

- Each employee must fill out travel documents
- Travel insurance is **not an allowable expense**
- Meals while traveling can **NOT** be paid with a Cal Card
- Mileage reimbursement rate for 2026: **\$0.725 per mile**
- Defensive Driving Training must be completed
- Mileage Reimbursement Form must be accompanied with an interactive map. Ex: Google map or similar
- ACBL must be attached to any travel form that requires payment



# Travel Program Reminders – Cont.

- Forms and Resources can be found on the Business Office Webpage:  
[https://www.redwoods.edu/fs/forms-resources/\\_business-office/](https://www.redwoods.edu/fs/forms-resources/_business-office/)
  - **Use most current forms**
- Travel Request Authorization, **Required**
- TAR – Travel Advance Request (**Optional**, unless requesting meal advance)
- TER – Travel Expense Request (Post Travel) **Required** – Must be completed within 14 days following the trip end date

# Travel Program - Fiscal Year Transition

- Employees traveling during Fiscal Year Transition - paperwork deadline is **July 1, 2026**.
- Utilize travel advance funds:
  - Cal Cards will be turned off on Wednesday, May 20, 2026.
  - Chevron fuel cards can not be used June 22 – 30, 2026.
  - Utilize the authorization form from hotels to charge Cal Card in advance.

# Travel Program

Fiscal Year 2026/2027

- Required Forms:
  - In-District Travel Request Authorization Form
  - Auto Use Permission Form
- Updated Forms will be available on the website by June 18
- Submit your forms to [travel@redwoods.edu](mailto:travel@redwoods.edu)

# Questions?



Back in 10 minutes

# Non-Permanent Employee Driving Request Requirements

- Students
- Temporary Employees
- Volunteers
  - Now required to have fingerprints completed
  - Consult HR prior to beginning driving paperwork

# Employees Who Volunteer

- If volunteering outside of your regular job duties to drive students, please follow the same process as volunteers, minus the fingerprinting requirement.



# Approval Packet Requirements

- Copy of Driver's License
- Certified Copy of DMV Record – current or within the semester
- Copy of Proof of Insurance – if close to expiring please send updated one once available
- Auto Use Permission Form
- Volunteer Form (not applicable to temporary employees)
- Protocols for driving District vehicles
- Defensive Driving Training (DDT)

# Process

- Once all items on the previous slide are collected and signed, please submit to [BusAdmin-Assistant@redwoods.edu](mailto:BusAdmin-Assistant@redwoods.edu).
- Executive Assistant to VP, Administrative Services (EA) will review for completeness and request VP, Administrative Services approval.
- EA will ask Human Resources to assign Defensive Driver Training (DDT).
- Once DDT is complete, EA will send approval letter to requestor.





# Accounts Payable

&

# Revolving Cash



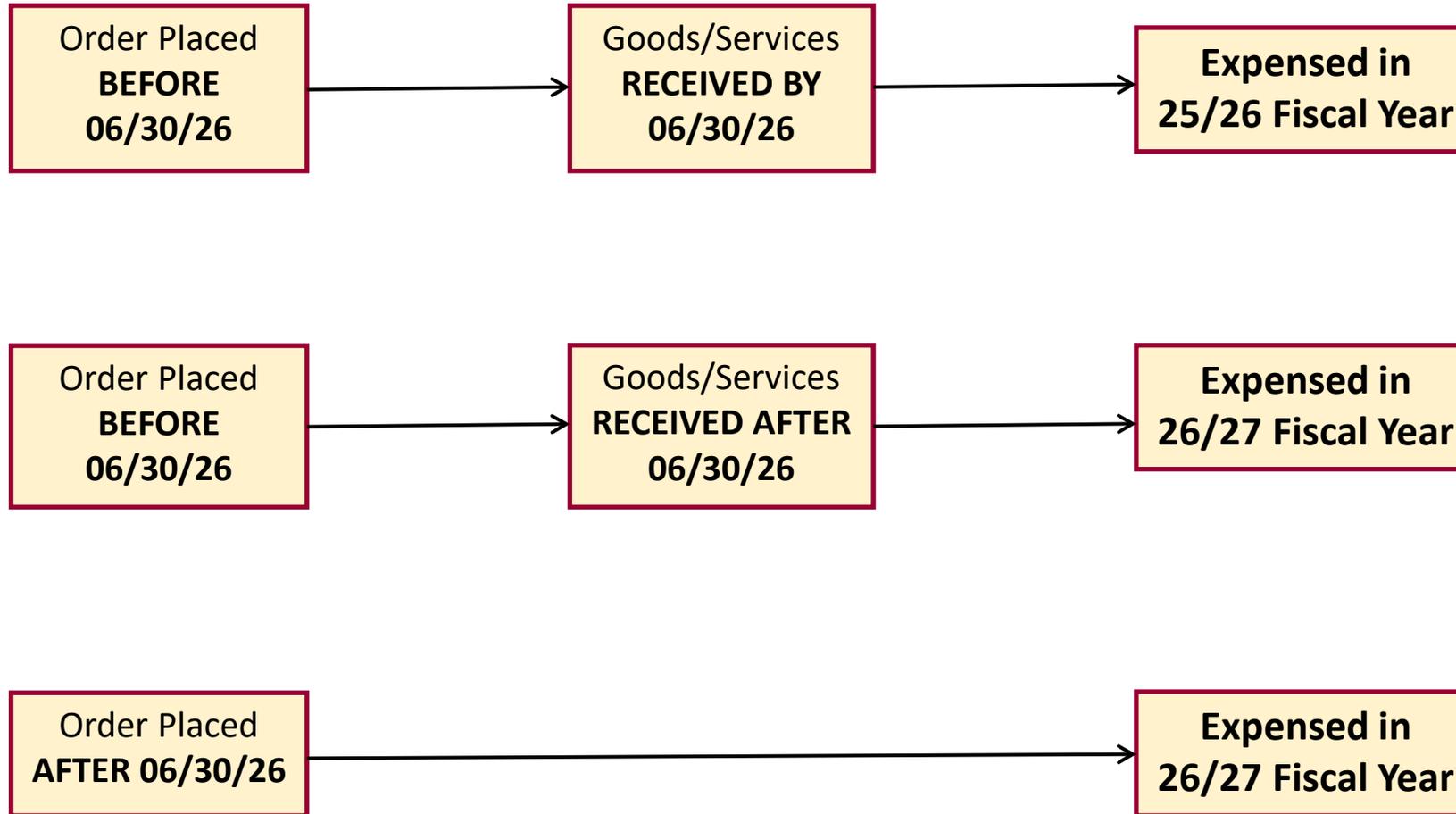
# When will your order arrive?

*All Goods must be  
delivered to the campus by  
**Tuesday, June 30, 2026***

Note: *Please consider supply chain issues, etc.*



# Delivery & Expense Dates



# Fiscal Year 2025/2026

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**Invoices  
Due  
June 22,  
2026**

- Recurring Monthly Payments

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- Supply Account Invoices

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- Service Invoices

---

- Delivered Orders

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# Close 2025/2026 Blanket Purchase Orders

Email both [purchasing@redwoods.edu](mailto:purchasing@redwoods.edu) and [accounts-payable@redwoods.edu](mailto:accounts-payable@redwoods.edu)

## Benefits of Closing Blanket Purchase Orders

- Free up encumbered funds
- Assists in year-end closing process

# 2026/2027 Requisitions

Entry can begin on **June 1, 2026**

Must be dated **July 1, 2026**

- ▶ **Recurring Monthly Expenses**
- ▶ **Time Sensitive Payments**
- ▶ **Charge Accounts**
- ▶ **Rents / Utilities / Services**



# Revolving Cash Request Process

- Revolving Cash Requests are employee reimbursements for out-of-pocket expenditures
- Submit as soon as possible
  - *When you submit could affect the fiscal year it is paid out of*
- Submit Revolving Cash Requests to [accounts-payable@redwoods.edu](mailto:accounts-payable@redwoods.edu)
- Requests must be signed by all parties and must be accompanied by
  - Revolving Cash Request Detail Form
  - Original receipt(s)
  - GL codes
  - Proof of Availability of Budget
    - Submit a screen shot of ACBL



# Revolving Cash – Fiscal Year Transition

Last day to submit  
**Revolving Cash  
Requests**  
to the Business Office





# Cal Cards & Sales Tax

# Cal Cards Reminders

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## Part 1:

Move budget to cover expenses **before** submitting reconciliation.

---

Get approval if using someone else's GL code (include as backup).

---

Include the credit card receipt **and** detailed receipt (even handwritten).

---

Review reconciliation before submitting for signatures.

---

Ensure charges match the statement, are in order, and match receipts.

---

Confirm all receipts are included.

---

Enter a description for each receipt (for Datatel reference).

---

# Cal Cards Reminders

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**Part 2:** Food purchases require a **Meal Roster Sign-In form** attached to the receipt on the monthly reconciliation (form is on the Business Office webpage).

---

If using **ASCR or other student club funding**, attach the meeting minutes showing approval.

---

Check **Datatel before** using a Cal Card—do not use it for vendors already set up in the system (e.g., Enterprise, CDW-G, Staples, Amazon).

---

Use **Amazon Business** and **Staples Advantage** accounts and consider cost savings.

---

# Cal Cards Reminders

## Prohibited Transactions

 **No Computer/Tech Purchases**

(Computers, software, equipment)

 **No Payment for Services**

(Advertising, consulting, labor)

 **No Alcohol or Policy Violations**

 **No Cash Advances**

 **No Facility Rentals**

(Unless related to travel)

 **No Personal Use**

 **No Gifts or Gift Cards**

(No tips or cash-equivalent items)

 **No Travel-Related Food**

# Cal Cards Reminders

Give detail in the Description, instead of:

CARD HOLDER NAME: <u>John Smith</u>		CAL CARD STATEMENT	STATEMENT DATE: <u>03/22/2023</u>
TRANSACTION RECONCILIATION SHEET			
Vendor name:	<u>Amazon</u>	Date of purchase:	<u>03/15/2023</u>
Account code:	<u>11006-6051-000-6720-54730</u>		Amount <u>15.07</u>
Description	1 <u>Supplies</u>		

Give more detail, such as:

CARD HOLDER NAME: <u>John Smith</u>		CAL CARD STATEMENT	STATEMENT DATE: <u>03/22/2023</u>
TRANSACTION RECONCILIATION SHEET			
Vendor name:	<u>Amazon</u>	Date of purchase:	<u>03/15/2023</u>
Account code:	<u>11006-6051-000-6720-54730</u>		Amount <u>15.07</u>
Description	1 <u>Student supplies for graduation ceremony</u>		

# Cal Cards Reminders

Get a detailed receipt for all charges.

SPORT AND CYCLE  
475 FORTUNA BLVD  
FORTUNA, CA. 95540  
707-725-9405

**SALE**

REF#: 00000001

Batch #: 589  
02/01/23 08:57:55

APPR CODE: 027847

Trace: 1

VISA Chip  
\*\*\*\*\*9498 \*\*\*

**AMOUNT \$173.58**

**APPROVED**

VISA CREDIT  
AID: A000000003101001  
TVR: 00 80 00 80 00  
TS: E8 00

THANK YOU

CUSTOMER COPY

SPORT & CYCLE  
TEAM ATHLETICS

475 Fortuna Blvd.  
FORTUNA, CA 95540  
(707) 725-9405  
FAX (707) 725-3419

#1 Choice of Coaches, A.D.'s, and Equipment Managers  
\*\*\* LEGENDARY SERVICE & DEPENDABILITY \*\*\*

Sales Email: fortuna@sportandcycle.com    Accounting Email: bookkeeper@sportandcycle.com

ORDERED BY: ANDREW    P.O. NUMBER:    DATE: 2-1-23  
NAME: COLLEGE OF THE REDWOODS  
ADDRESS:    PHONE:  
CITY:

CASH     CHARGE     MERCHANDISE RETURNED  
 C.O.D.     PAID OUT     PAID ON ACCOUNT

QUAN		DESCRIPTION	PRICE	AMOUNT
2	1	AWAY BURY STYLE	79.28	159.56
	2	PITCHING RUBBER		
	3			
	4			
	5			
	6			
	7			
	8			
	9			
	10			
	11			
	12			
	13			
	14		SUBTOTAL	159.56
	15		TAX	13.60
	16		SHIPPING	0.00
			TOTAL	173.58

RECEIVED BY:    TOTAL: 173.58

225691    www.sportandcycle.com

# Cal Cards Reminders

Monday, May 18, 2026

Last day to use Cal Card for 2025/26

Wednesday, May 20,  
2026

Cal Cards deactivated for 2025/26

After July 1, 2026

Cal Cards reactivated for 2026/27 (once 2026/27 Cal Card Agreement is received)

15th of the month

Reconciliations are due as *soon as possible*, but no later than the 15th of the month

# Cal Card Reminders

## Required Signatures

- The cardholder, the supervisor, and the Vice President or the President (*if applicable*).

## Why submit on time?

- Ensures charges are posted promptly and keeps your budget accurate.

## Why is it necessary to fill out a new Cal Card Agreement each fiscal year?

- Accountability
- Reminders of the do's and don'ts of being a responsible cardholder
- Updates on policies and procedures for cardholders
- Changes may occur each fiscal year

# *Before Submitting Your Statement*

- **Final Review Checklist:**

- Correct GL codes
- Clear description of purchase
- Correct amounts
- All receipts attached

- **Due Date:**

Submit to the Business Office ASAP,  
no later than the 15th of the following  
month

- **Submit To:**

Email completed reconciliation  
packet to

[BusAdmin-Assistant@redwoods.edu](mailto:BusAdmin-Assistant@redwoods.edu)

(for Adobe Sign processing)

# Sales Tax vs. Use Tax

## Sales Tax

- Charged by the retailer/seller
- Seller reports & pays tax to the State of California
- Applied at the time of purchase

## Use Tax

- No tax charged at purchase
- The District must accrue & report it
- District pays tax to the State of California

## What Is Tax Applied To?

- Tax applies to the sale of merchandise
- We pay tax to use, store, or consume purchased items

# Current Sales/Use Tax Rates

8.75%	<ul style="list-style-type: none"><li>• Eureka Main Campus ~ Humboldt County</li></ul>
8.75%	<ul style="list-style-type: none"><li>• Hoopa K-T Site ~ Humboldt County</li></ul>
8.25%	<ul style="list-style-type: none"><li>• Crescent City ~ Del Norte County</li></ul>
10.25%	<ul style="list-style-type: none"><li>• City of Eureka<ul style="list-style-type: none"><li>▪ Workforce &amp; Community Education</li><li>▪ Adult Education</li><li>▪ Foundation</li></ul></li></ul>

*Note: Tax rates can/do change periodically, usually in January and April of each year.*

*An email will be disseminated from Business Office Staff.*

# Questions



# Certificates of Insurance (COIs)

## *For Facility Use & Events*

A COI is proof that an organization has insurance.

COIs are required to protect College of the Redwoods (CR) and clarify responsibility if injury or property damage occurs.

# Scenario 1:

## Non-CR Group Using CR Facilities

Email [BusAdmin-  
Assistant@redwoods.edu](mailto:BusAdmin-Assistant@redwoods.edu)

### Types of Use

- **Facility Use Request** is made via Facilities & Maintenance
- **Tabling** contact is EA of VPIISD

### CR added as Additional Insured

- We ask to be added to their insurance so if something goes wrong at their event, their policy—not the District—pays for it

### Group / Vendor without insurance

- TULIP event insurance is available
- Contact [BusAdmin-  
Assistant@redwoods.edu](mailto:BusAdmin-Assistant@redwoods.edu)

### Individual Participants

- Release of Liability Waiver (ROL) required
- ROLs clarify that participants are responsible, not the District

Northern California ReLIEF Protected Insurance Program for Schools		<b>CERTIFICATE OF COVERAGE</b>		Issue Date 10/9/2024	
ADMINISTRATOR: Keenan & Associates 1111 Broadway, Suite 2000 Oakland, CA 94607		LICENSE # 0451271		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE COVERAGE DOCUMENTS BELOW.	
CONTACT PERSON: Charis Charis License No. 4407000 charis@keenan.com		STIC 12-0363 x4103		ENTITIES AFFORDING COVERAGE: ENTITY A: Northern California ReLIEF ENTITY B: Protected Insurance Program for Schools ENTITY C: ENTITY D: ENTITY E:	
COVERED PARTY: Eureka City Schools North Coast SIG 2100 J Street Eureka CA 95501		REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE COVERAGE AFFORDED HEREIN IS SUBJECT TO ALL THE TERMS AND CONDITIONS OF SUCH COVERAGE DOCUMENTS.			
ENT LTR	TYPE OF COVERAGE	COVERAGE DOCUMENTS	EFFECTIVE/ EXPIRATION DATE	MEMBER RETAINED LIMIT / DEDUCTIBLE	LIMITS
A	GENERAL LIABILITY [ ] GENERAL LIABILITY [ ] CLAIMS MADE [ ] OCCURRENCE [ ] GOVERNMENT CODES [ ] ERRORS & OMISSIONS [ ] SEXUAL ABUSE AND MOLESTATION [ ]	NCR 00104-38	7/1/2024 7/1/2025	\$ 25,000	COMBINED SINGLE LIMIT EACH OCCURRENCE \$ 1,000,000
A	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] HIRED AUTO [ ] NON-OWNED AUTO [ ] GARAGE LIABILITY [ ] AUTO PHYSICAL DAMAGE	NCR 00104-38	7/1/2024 7/1/2025	\$ 25,000	COMBINED SINGLE LIMIT EACH OCCURRENCE \$ 1,000,000
A	PROPERTY [ ] ALL RISK [ ] EXCLUDES EARTHQUAKE & FLOOD [ ] BUILDER'S RISK	NCR 00104-38	7/1/2024 7/1/2025	\$ 25,000	\$ 500,250,000 EACH OCCURRENCE
A	STUDENT PROFESSIONAL LIABILITY	NCR 00104-38	7/1/2024 7/1/2025	\$ 25,000	\$ Included EACH OCCURRENCE
B	WORKERS COMPENSATION [ ] EMPLOYERS' LIABILITY	PIPS 00143-21	7/1/2024 7/1/2025	\$	[ ] WC STATUTORY LIMITS [ ] OTHER \$ 1,000,000 E.L. EACH ACCIDENT
	EXCESS WORKERS COMPENSATION [ ] EMPLOYERS' LIABILITY			\$	\$ 1,000,000 E.L. DISEASE - EACH EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMITS
	OTHER			\$	\$
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL PROVISIONS: Proof of coverage as respects to the agreement between the College of the Redwoods and Eureka City Schools for the Sportsmanship Summit on 10/21/24 and the Niclai Basketball Tournament on 2/12/25 through 2/13/25.					
CERTIFICATE HOLDER: College of the Redwoods 7351 Tomkins Hill Road Eureka CA 95501		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS			
		 John Stephens AUTHORIZED REPRESENTATIVE			

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL PROVISIONS:**

Proof of coverage as respects to the agreement between the College of the Redwoods and Eureka City Schools for the Sportsmanship Summit on 10/21/24 and the Niclai Basketball Tournament on 2/12/25 through 2/13/25.

**ENDORSEMENT**

**ADDITIONAL COVERED PARTY**

COVERED PARTY	COVERAGE DOCUMENT	ADMINISTRATOR
Eureka City Schools North Coast SIG	NCR 00104-38	Keenan & Associates

Subject to all its terms, conditions, exclusions, and endorsements, such additional covered party as is afforded by the coverage document shall also apply to the following entity but only as respects to liability arising directly from the actions and activities of the covered party described under "as respects" below.

**Additional Covered Party:**

College of the Redwoods  
7351 Tomkins Hill Road  
Eureka CA 95501

**As Respects:**

Proof of coverage as respects to the agreement between the College of the Redwoods and Eureka City Schools for the Sportsmanship Summit on 10/21/24 and the Niclai Basketball Tournament on 2/12/25 through 2/13/25.

Redwoods Community College District are named as Additional Covered Parties but only as respects to operations under the Agreement are concerned.

## ***Scenario 2:***

# CR Hosted Event on Non-CR Property

Email [BusAdmin-  
Assistant@redwoods.edu](mailto:BusAdmin-Assistant@redwoods.edu)

### **Agreement**

- Contact property for their facility use or rental agreement

### **COI**

- Executive Assistant of Admin Services will request the COI

### **Details**

- Event details clearly identified
- Dates match the event

### **Why**

- If something happens neither you nor the District get stuck with the bill

Statewide Association of Community Colleges  
Protected Insurance Program for Schools **CERTIFICATE OF COVERAGE** Issue Date **1/15/2025**

ADMINISTRATOR: LICENSE # 0451271  
Keenan & Associates  
10860 Gold Center Drive, Suite 350  
Rancho Cordova, CA 95670

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE COVERAGE DOCUMENTS BELOW.

Rhiannon Phipps License No. 0M75256 916-859-7160 x4257  
rhipps@keenan.com

ENTITIES AFFORDING COVERAGE:

COVERED PARTY:  
Redwoods Community College District  
Northern Calif Community Colleges SIA  
7351 Tompkins Hills Road  
Eureka CA 95501

ENTITY A: Statewide Association of Community Colleges  
ENTITY B: Protected Insurance Program for Schools  
ENTITY C:  
ENTITY D:  
ENTITY E:

THIS IS TO CERTIFY THAT THE COVERAGES LISTED BELOW HAVE BEEN ISSUED TO THE COVERED PARTY NAMED ABOVE FOR THE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE COVERAGE AFFORDED HEREIN IS SUBJECT TO ALL THE TERMS AND CONDITIONS OF SUCH COVERAGE DOCUMENTS.

ENT LTR	TYPE OF COVERAGE	COVERAGE DOCUMENTS	EFFECTIVE/ EXPIRATION DATE	MEMBER RETAINED LIMIT / DEDUCTIBLE	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> GOVERNMENT CODES <input checked="" type="checkbox"/> ERRORS & OMISSIONS <input checked="" type="checkbox"/> SEXUAL ABUSE AND MOLESTATION	SWC 00100-38	7/1/2024 7/1/2025	\$ 1,000	COMBINED SINGLE LIMIT EACH OCCURRENCE \$ 1,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> HIRED AUTO <input checked="" type="checkbox"/> NON-OWNED AUTO <input checked="" type="checkbox"/> GARAGE LIABILITY <input checked="" type="checkbox"/> AUTO PHYSICAL DAMAGE	SWC 00100-38	7/1/2024 7/1/2025	\$ 1,000	COMBINED SINGLE LIMIT EACH OCCURRENCE \$ 1,000,000
A	PROPERTY <input checked="" type="checkbox"/> ALL RISK <input checked="" type="checkbox"/> EXCLUDES EARTHQUAKE & FLOOD <input type="checkbox"/> BUILDER'S RISK	SWC 00100-38	7/1/2024 7/1/2025	\$ 1,000	\$ 500,250,000 EACH OCCURRENCE
A	STUDENT PROFESSIONAL LIABILITY	SWC 00100-38	7/1/2024 7/1/2025	\$ 1,000	\$ Included EACH OCCURRENCE
B	WORKERS COMPENSATION <input checked="" type="checkbox"/> EMPLOYERS' LIABILITY	PIPS 00101-21	7/1/2024 7/1/2025	\$	<input type="checkbox"/> WC STATUTORY LIMITS <input checked="" type="checkbox"/> OTHER \$ 1,000,000 E.L. EACH ACCIDENT
	EXCESS WORKERS COMPENSATION <input type="checkbox"/> EMPLOYERS' LIABILITY			\$	\$ 1,000,000 E.L. DISEASE - EACH EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMITS
	OTHER			\$	

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL PROVISIONS:  
Proof of coverage as respects the agreement between Redwoods Community College and 9th District Agricultural Association AKA Redwood Acres Fairgrounds for the use of Redwood Acres parking area in front of cow palace as a farm share pick up location from June 20, 2025 – Oct. 31, 2025

CERTIFICATE HOLDER: Agreement term: June 20, 2025 – Oct. 31, 2025  
9th District Agricultural Association AKA Redwood Acres Fairgrounds  
Attn: Risk Management  
1776 Tribute Road, Suite 100  
Sacramento CA 95815

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS  
  
John Stephens AUTHORIZED REPRESENTATIVE

www.aCeraOnline.com

# Questions



# Business Office Contacts

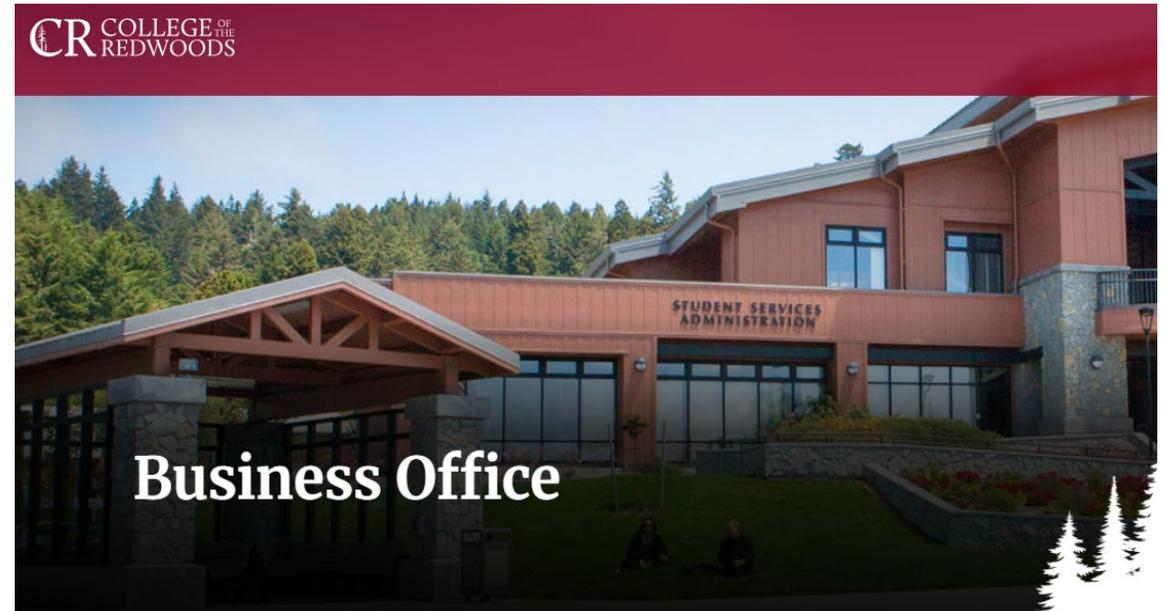
<a href="https://www.redwoods.edu/services/bo/">https://www.redwoods.edu/services/bo/</a>	
Accounts Payable (A/P)	<a href="mailto:accounts-payable@redwoods.edu">accounts-payable@redwoods.edu</a>
Accounts Receivable (A/R)	<a href="mailto:amy-miller@redwoods.edu">amy-miller@redwoods.edu</a> and <a href="mailto:ericka-barber@redwoods.edu">ericka-barber@redwoods.edu</a>
Budget	<a href="mailto:budget@redwoods.edu">budget@redwoods.edu</a>
Cal Cards	<a href="mailto:ericka-barber@redwoods.edu">ericka-barber@redwoods.edu</a>
Certificates of Insurance	<a href="mailto:busadmin-assistant@redwoods.edu">busadmin-assistant@redwoods.edu</a>
Contracts	<a href="mailto:contracts@redwoods.edu">contracts@redwoods.edu</a>
Purchasing	<a href="mailto:purchasing@redwoods.edu">purchasing@redwoods.edu</a>
Student Accounts	<a href="mailto:business-office@redwoods.edu">business-office@redwoods.edu</a>
Travel	<a href="mailto:travel@redwoods.edu">travel@redwoods.edu</a>

# Tour the Business Office Website

<https://www.redwoods.edu/>

<https://www.redwoods.edu/services/bo/>

[https://www.redwoods.edu/fs/forms-resources/\\_business-office/](https://www.redwoods.edu/fs/forms-resources/_business-office/)



🏠 / Student Services / Business Office



**Thank you for  
attending!**

**Any Questions?**

## 2026 Spring Business Office Training Evaluation Form



[2026 Spring Business Office Training Evaluation Form  
– Fill out form](https://forms.office.com/r/2Yz3kqkdXS)

<https://forms.office.com/r/2Yz3kqkdXS>