

San Francisco State University Office of the President

Date: December 15, 1986

To: Deans, Directors, Administrative Officers

From: Chia-Wei Woo, President

Subject: University Executive Directive # 86-10 Payment of Arbitration Costs

### **Procedure for Payment of Arbitration Costs**

Chancellor's Office directive BP 85-33/FSR 85-38 provides for invoices for arbitration services, after approval by Faculty and Staff Relations, to be sent directly to the campus Accounting Office with a request for immediate payment. The following procedure is to be used for payment of arbitration invoices.

- A. To readily identify all arbitration costs, a separate Supplies and Services subcode within the Personnel Services Department cost center shall be established. Based on experience and current grievance caseload, Personnel shall submit recommendations for funding to the University Budget Committee.
- B. Upon receipt of an arbitration bill, the Accounting Office will forward a copy to Personnel for review.
- C. Personnel shall certify that the charges and payee are correct and notify the Accounting Office to claim schedule the invoice.
- D. As requested in BP 85-33/FSR 85-38, if there is any question of delayed payment via the claim schedule process, a request for immediate payment should be honored by issuance of a Revolving Fund check by the Accounting Office.
- E. Personnel shall submit quarterly account usage statements to the Vice President for Administration as Chair of the University Budget Committee. If necessary, additional funds shall be requested through the Vice President for Administration from the University Budget Committee. Unused funds are to be transferred back to University Reserves.

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