



**SAN FRANCISCO  
STATE UNIVERSITY**


OFFICE OF THE VICE PRESIDENT & CFO  
ADMINISTRATION & FINANCE

1600 Holloway Avenue, ADM 354  
San Francisco, CA 94132

tel: 415/338-2521  
fax: 415/338-6600  
web: www.sfsu.edu

DATE: MARCH 11, 2020

TO: GLORIA TSEUNG, ASSOCIATE CONTROLLER  
GOVERNMENTAL ACCOUNTING, FISCAL AFFAIRS

FROM: JEFF WILSON, INTERIM VICE PRESIDENT & CFO   
ADMINISTRATION & FINANCE

SUBJECT: REQUEST TO BILL/INVOICE FOR AUXILIARY ENTERPRISE FUNDED  
UNIVERSITY POLICE DEPARTMENT POSITIONS FOR FISCAL YEAR 2020-21

This is a request for Fiscal Affairs to revise the invoices to the Auxiliary entities serviced by the University Police Department: Associated Students (Student Center), Athletics Program, Children's Campus, College of Extended Learning, Housing, Dining & Conference Services, Mashouf Wellness Center, and Student Health Services, for Auxiliary Enterprise Funded University Police Department Officer in accordance with the campus reviewed UPD cost recovery services and methodology.

Please see that attached document for the details of the invoice to each area; payments due from these areas should be abated back to the General Fund:

Chartfield Strings

Department	Amount	Revised	Payments Due	Acct #	Fund #	Dept #
Athletics		85,142	85,142	580094	NG001	7020
Children's Campus		2,520	2,520	580094	NG001	7020
CEL	91,727	80,331	-11,396	580094	NG001	7020
HDCS	1,285,071	1,125,345	-159,726	580094	NG001	7020
Mashouf		69,196	69,196	580094	NG001	7020
Student Center	52,817	46,210	-6,606	580095	NG001	7020
UCorp	62,002	54,247	-7,755	580095	NG001	7020
ECEC	6,811	5,960	-852	580095	NG001	7020
Student Health		29,477	29,477	580094	NG001	7020
<b>TOTAL</b>	<b>\$1,498,428</b>	<b>\$1,498,428</b>	<b>0</b>			

If you have any questions, please contact me at extension 82862.

Thank you in advance for your assistance.

ATTACHMENT: UNIVERSITY POLICE DEPARTMENT AUXILIARY ENTERPRISE FUNDED  
POSITIONS FISCAL YEAR 2020-21

ES/JK/edc

COPY: JENNIFER SUMMIT, PROVOST AND VP, ACADEMIC AFFAIRS  
BETH HELLWIG, INTERIM VP, SAEM  
JASON PORTH, VP, UNIV. ENTERPRISES  
JOHN GATES, INTERIM ASSOC. VP, FISCAL AFFAIRS  
ELENA STOIAN, EXEC. DIR., BUDGET ADMIN. & OPS.  
STEPHANIE SHRIEVE-HAWKINS, DIR., ATHLETICS

Filename: UPD Cost Allocation FY20-21 Memo

**University Police Department  
Auxiliary Enterprise Funded Positions  
Fiscal Year 2020-21**

<b>I. Athletics</b>		<b>\$85,142</b>
Invoice to:	Stephanie Shrieve-Hawkins, Director Athletics	
<b>II. Children's Campus</b>		<b>\$2,520</b>
Invoice to:	Beth Hellwig, Interim VP Student Affairs & Enrollment Management	
	Tonee Sherrill, Executive Director Associated Students	
	Guerra, Allison, Interim Director Children's Campus	
<b>III. College of Extended Learning</b>		<b>\$80,331</b>
Invoice to:	Alex Hwu, Interim Dean College of Extended Learning	
<b>IV. Housing, Dining &amp; Conference Services</b>		<b>\$1,125,345</b>
Invoice to:	Jeny Patino, Executive Director Housing, Dining & Conference Service	
<b>V. Mashouf Wellness Center</b>		<b>\$69,196</b>
Invoice to:	Beth Hellwig, Interim VP Student Affairs & Enrollment Management	
	Ryan Fetzer, Interim Director Campus Recreation	
<b>VI. Student Center</b>		<b>\$46,210</b>
Invoice to:	Beth Hellwig, Interim VP Student Affairs & Enrollment Management	
	Tonee Sherrill, Executive Director Associated Students	
<b>VII. University Corporation</b>		<b>\$54,247</b>
Invoice to:	Jason Porth, Executive Direct University Corporation	

(cont.)

<b>VIII.</b>	<b>Early Childhood Education Center</b>	<b>\$5,960</b>
	Invoice to: Loulou Hong, Vice President and Title IX Coordinator Student Affairs & Enrollment Management	
	Horace Montgomery, Interim Executive Director Associated Students/Student Center	
	Erica Almaguer, Director Early Childhood Education Center	
<b>IX.</b>	<b>Student Health</b>	<b>\$29,477</b>
	Invoice to: Beth Hellwig, Interim VP Student Affairs & Enrollment Management	
	Roger Razzari Elrod, Director Student Health Services	
<b>TOTAL</b>		<b>\$1,498,428</b>



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1600 Holloway Avenue, ADM354  
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web: adminfin.sfsu.edu

DATE: DECEMBER 16, 2019

TO: GLORIA TSEUNG, ASSOCIATE CONTROLLER  
GOVERNMENTAL FUNDS ACCOUNTING, FISCAL AFFAIRS

FROM: JEFF WILSON, INTERIM VICE PRESIDENT & CFO  
ADMINISTRATION & FINANCE

SUBJECT: REQUEST TO BILL/INVOICE FOR AUXILIARY ENTERPRISE FUNDED  
UNIVERSITY POLICE DEPARTMENT POSITIONS FOR FISCAL YEAR 2019–20

DocuSigned by:  
*Jeff Wilson*  
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This is a request for Fiscal Affairs to invoice Auxiliary entities serviced by the University Police Department: Housing, Dining & Conference Services, College of Extended Learning, and Associated Students for Auxiliary Enterprise Funded University Police Department Officer positions in accordance with the University's plan for these charges.

Please see that attached document for the details of the invoice to each area; payments due from these areas should be abated back to the General Fund:

Chartfield Strings

Department	Amount	Acct #	Fund #	Dept #
Student Center	52,817	580095	NG001	7020
UCorp	62,002	580095	NG001	7020
ECEC	6,811	580095	NG001	7020
HD&CS	1,285,071	580094	NG001	7020
CEL	91,727	580094	NG001	7020
<b>TOTAL</b>	<b>\$1,498,428</b>			

If you have any questions, please contact me at extension 82862.

Thank you in advance for your assistance.

ATTACHMENT: UNIVERSITY POLICE DEPARTMENT  
AUXILIARY ENTERPRISE FUNDED POSITIONS FISCAL YEAR 2019–20

ES  
ES/JK/edc

COPY: JENNIFER SUMMIT, PROVOST & VP, ACADEMIC AFFAIRS  
BETH HELLWIG, INTERIM VP, SAEM  
JASON PORTH, VP, UNIV. ENTERPRISES  
JENY PATINO, EXEC. DIR., HOUSING, DINING & CONFERENCE SERVICE  
ELENA STOIAN, EXEC. DIR., BUDGET ADMIN. & OPS.

Filename: UPD Cost Allocation FY19-20 Memo

**University Police Department  
Auxiliary Enterprise Funded Positions  
Fiscal Year 2018-19**

<b>I. Housing, Dining &amp; Conference Services</b>	<b>\$1,285,071</b>
Invoice to: Jeny Patino, Executive Director Housing, Dining & Conference Service	
<b>II. College of Extended Learning</b>	<b>\$91,727</b>
Invoice to: Alex Hwu, Interim Dean College of Extended Learning	
<b>III. Student Center</b>	<b>\$52,817</b>
Invoice to: Beth Hellwig, Interim Vice President Student Affairs & Enrollment Management	
	Horace Montgomery, Interim Executive Director Associated Students/Student Center
<b>IV. University Corporation</b>	<b>\$62,002</b>
Invoice to: Jason Porth, Executive Director University Corporation	
<b>V. Early Childhood Education Center</b>	<b>\$6,811</b>
Invoice to: Beth Hellwig, Interim Vice President Student Affairs & Enrollment Management	
	Horace Montgomery, Interim Executive Director Associated Students/Student Center
	Erica Almaguer, Director Early Childhood Education Center
<b>TOTAL</b>	<b>\$1,498,428</b>