

PCAB Update

Administrative Services



BARC Update

Requisitions are being submitted and purchasing is in progress!

REQUISITION FORM

DATE	DEPARTMENT/ PROGRAM NAME	DATE NEEDED
REQUESTOR NAME	TELEPHONE	EMAIL
BUDGET #	APPROVED BY	APPROVAL SIGNATURE
VENDOR NAME	DELIVER TO (ROOM , BUILDING #)	
	YES NO	

BLANKET ORDER: YES NO **AMOUNT OF REQUEST: \$** _____

IF IT'S THE FIRST TIME YOU USE THIS VENDOR, CONTACT BUSINESS SERVICES TO CONFIRM IF VENDOR IS IN THE SYSTEM

FOR NEW VENDORS, PLEASE PROVIDE SUPPLIER INTAKE FORM AND W-9
<http://www.sfnpsa.edu/collage-services/administrative-services/forms/Documents/Supplier%20Intake%20Form.pdf>
<http://www.sfnpsa.edu/collage-services/administrative-services/forms/Documents/W9.pdf>

FOR ALL PURCHASES
PROVIDE A STATEMENT EXPLAINING THE PURPOSE FOR THE PURCHASE AND HOW IT FOLLOWS THE PLAN/ GOAL OF THE FUNDING

ITEM DESCRIPTION
IF THE QUOTE OCCURS PROVIDE A BRIEF DESCRIPTION OF A SPECIFIC LINE ITEM, PLEASE PROVIDE THE MAIN DESCRIPTION OF THE ITEM IN THE SPACE BELOW.

	YES	NO	
SPECIAL EVENT			IF YES, PLEASE PROVIDE A FLYER, SIGNING SHEET OR AGENDA FOR MEETINGS
SPECIAL HANDLING FOR PAYMENT			IF YES, PLEASE PROVIDE DATE NEEDED BY
SPECIAL INSTALLATION REQUIREMENTS			

FOR LONG TERM AGREEMENT, PROVIDE THE FOLLOWING

CONSULTANT AGREEMENT <http://www.sfnpsa.edu/collage-services/administrative-services/forms/Documents/CONSULTANT%20AGREEMENT.pdf>
EVALUATION OF RELATIONSHIP <http://www.sfnpsa.edu/collage-services/administrative-services/forms/Documents/Evaluation%20of%20Relationship.pdf>
EVENT FLYER

FOR SHORT TERM AGREEMENT, PROVIDE THE FOLLOWING

LECTURE/WORKSHOP AGREEMENT <http://www.sfnpsa.edu/collage-services/administrative-services/forms/Documents/Lecture%20Agreement.pdf>
GUEST LECTURER INVOICE <http://www.sfnpsa.edu/collage-services/administrative-services/forms/Documents/Guest%20Lecturer%20Invoice.pdf>
EVENT FLYER

IF THE QUOTE AND/ OR INFORMATION SHEET SUBMITTED ARE INACCURATE OR INCOMPLETE THEY WILL BE RETURNED

- *ALL QUOTES MUST BE VALID (ISSUED WITHIN THE LAST 30 DAYS) AND CONTAIN THE FOLLOWING: ITEM DESCRIPTION, COST, QUANTITY, TAX, SHIPPING, PAYMENT TERMS, REMITTANCE ADDRESS, RETURN POLICY AND DOCUMENT CONTROL NUMBER
- *PLEASE SUBMIT QUOTES AND REQUISITION FORM VIA EMAIL, CAMPUS MAIL OR HAND DELIVER TO BUSINESS OFFICE A-102
- *IF ITEMS WERE PURCHASED WITHOUT A REQUISITION, PLEASE PROVIDE JUSTIFICATION MEMO ALONG WITH THE INVOICE

<http://www.sfnpsa.edu/collage-services/administrative-services/forms/Documents/Justification%20Memo%20Template%20Form.pdf>

Save The Date!



Wellness Walkabout

SAN DIEGO MESA COLLEGE

Promote employee wellness, connection, campus integration and community

Designated Route

30 Minutes per Walk

Conversation Starters Provided

MAY 15, 2024
10:00 a.m. – 2:00 p.m.
30 mins/session (walk)

Please scan the QR code for Registration and Location

For questions, please contact Catherine Cannock at ccannock@sdccd.edu

May 15, 2024
10 am - 2 pm

Register here:



Administrative Services Retreat

A Day of Connection: Administrative Services Retreat

Date: Monday, April 22

Time: 11 AM to 4 PM



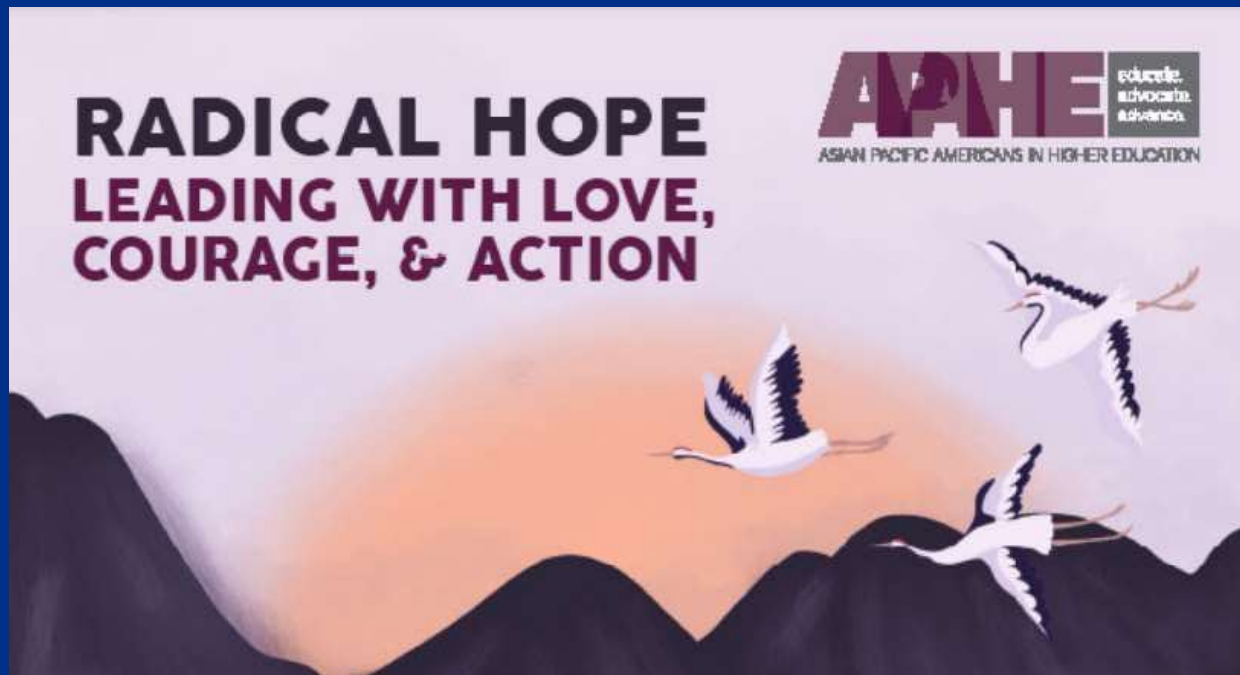
Building Rapport & Connections:

Let's get to know each other beyond our daily work tasks Sharing More About Ourselves: We'll dive into how we view our work and what it means to us on a personal level. It's a chance to share our perspectives and learn from each other.

Developing Community Agreements:

Together, we'll create a set of agreements that reflect how we want to grow and interact as a team and in our respective departments going forward.

APAHE



ADVANCING THE PIPELINE OF ASIAN AMERICANS TOWARD SENIOR LEVEL ADMINISTRATION IN HIGHER EDUCATION IS A PRIORITY OF APAHE.

APAHE



SD MESA REPRESENTING!

Workshops and Presenters

“KOKUA FROM THE MAINLAND: SENDING PRAYERS AND ACTION TO THOSE IMPACTED BY THE MAUI WILDFIRES”

Leland Simpliciano, AANAPISI Director
Ella DeCastro Baron, MFA, Kapwa Instructor
Desiree Werner, Student

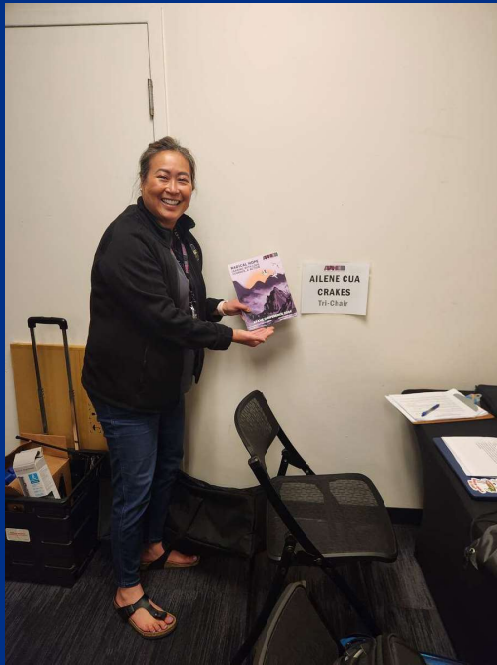
“TAKING CARE OF OUR OWN: CULTURALLY NURTURING COUNSELING + WORK-BASED LEARNING PRACTICES”

Katlin Choi, M.A., Associate Professor/Work Based Learning Coordinator
Mia Handojo, Kapwa alumni
Faith San Jose, Kapwa alumni
Andrew Arevalo, Kapwa alumni/Project Assistant

“SPAM LITE: STUDENT PROFESSIONALS AND MENTORSHIP: LOVE INSPIRED THROUGH EMPOWERMENT”

Patricia (Trish) Guevarra, M.S., Kapwa Counselor/ Coordinator
Leilani Maanao, Promise Project Assistant, Kapwa Alumni
Derek Pham, Undergraduate, Peer Navigator
Kathrinna Susanto, Undergraduate, Peer Navigator
Raelene Mancilla, Undergraduate, Peer Navigator

Congrats Ailene!



TRI CHAIR OF 2024 APAHE CONFERENCE!