

**Process all invoices and timesheets electronically.**

**CURRENT CHALLENGE:**

My program is under Foundation. Since they are off campus, it has been a challenge with processing invoices, contracts, timesheets, reimbursements, etc. Everything is hard copy. While I understand wet signatures are needed, there have been times when paper works are misplaced, there's no tracking, timesheets require multiple signatures, so by the time it gets to Foundation or HR, it a few days later.

**PROPOSED SOLUTION:**

I've worked for another agency before where all invoices and timesheets are done electronically, not via email, but thru programs.

**BENEFITS TO FRESNO STATE:**

Save staff and student time, accountability, more efficient, and easier tracking.

**ADDITIONAL INFORMATION:**