

Classified Institute CRC Business Services and DO Fiscal

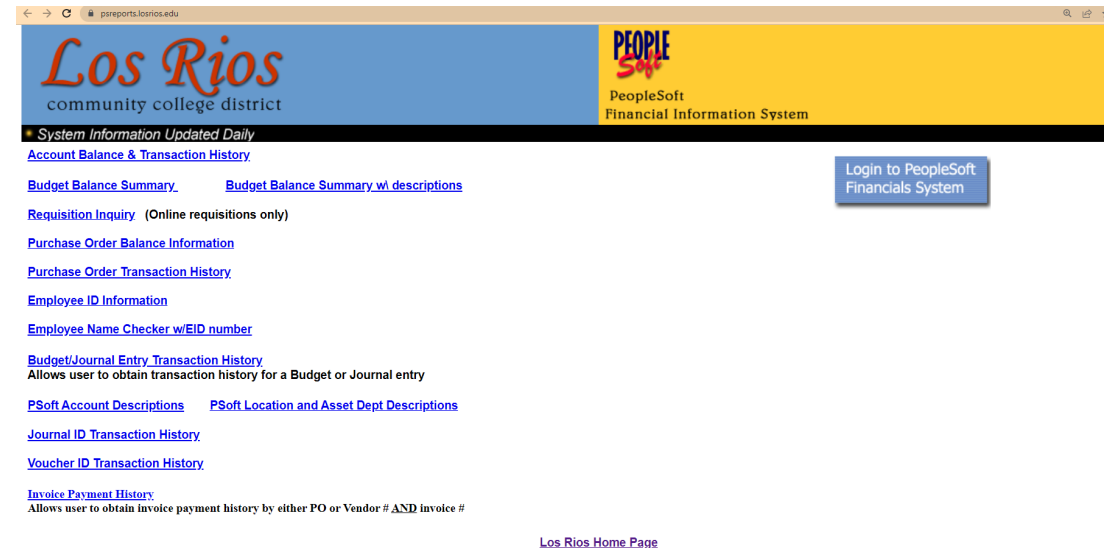
January 9, 2023



COSUMNES
RIVER COLLEGE

College and District Resources

- Basic Budget Information
 - Balance on blanket order
 - Balance on budgets
 - Web Link:
 - <https://psreports.losrios.edu/>



College and District Resources


- Security Access Request System (SAS)
 - Needed to process a requisition
 - Who needs access to this:
 - AA (permanent and TCL)
 - Clerks (permanent and TCL)
 - Managers/Supervisors need to “update” their requisitions
 - “APPROVER” IS BUSINESS SVCS
 - <https://web.losrios.edu/psaccess>





College and District Resources

- College Resources

employees.crc.losrios.edu/collegewide/forms/business-services-forms

 **COSUMNES RIVER COLLEGE**
EMPLOYEE RESOURCES

EMPLOYEE LOGIN ▾ DIRECTORY CRC HOME  

Collegewide Faculty and Staff Governance Equity | Research Guided Pathways District Resources

Business Services Forms

[Home](#) > [Collegewide](#) > [Forms](#) > [Business Services Forms](#)

Forms
> Business Services Forms
Campus Operations Forms
College Integrated Planning System (CIPS)
Counseling/Referral Forms ▸
COVID Reporting, Training, and Forms
DSPS Forms ▸
Faculty/Instructional Forms ▸
General Services Forms
IT Services Support Forms ▸
Office of Philanthropy Forms ▸
Outreach Services Forms
Performance Review Forms

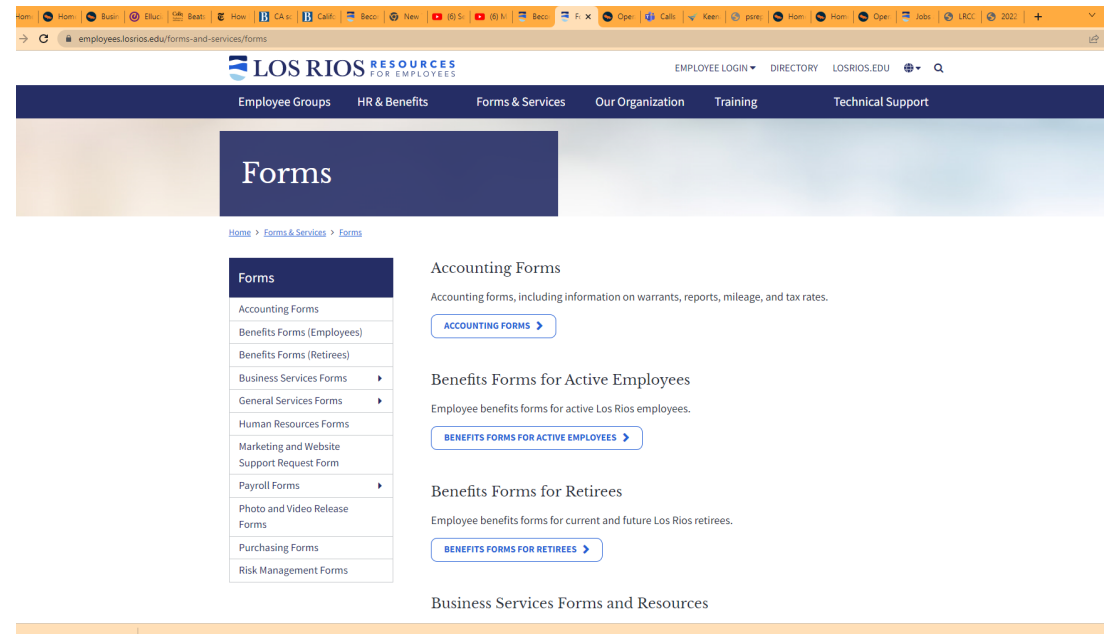
- [Blanket Order Release Form GS-105 \(PDF\)](#)
- [Travel Authorization and Reimbursement Claim Form BS-106 \(PDF\)](#)
- [Limited Purchase Order GS-32 \(PDF\)](#)
- [Check Request Form BS-94 \(PDF\)](#)
- [Budget Entry Template \(XLSX\)](#)
- [Expenditure Journal Entry Template \(XLSX\)](#)
- [Merchandise Return Memorandum GS-14 \(PDF\)](#)
- [Declaration of Surplus Equipment Form GS-1 \(PDF\)](#)
- [Equipment Transfer Record Form GS-104 \(PDF\)](#)
- [Agreement Approval and Routing Sheet GS-113 \(PDF\)](#) [.PDF](#) [.XLSX](#) [.DOCX](#)

Service Agreement Forms

- [Service Agreement Form GS-78 \(PDF\)](#)
- [Service Agreement Certification Form GS-154 \(PDF\)](#)

College and District Resources

- District Resources



The screenshot displays the 'Forms' page on the Los Rios Resources for Employees website. The page features a navigation bar with links to Employee Groups, HR & Benefits, Forms & Services, Our Organization, Training, and Technical Support. The main content area is titled 'Forms' and includes a sidebar menu with a list of form categories: Accounting Forms, Benefits Forms (Employees), Benefits Forms (Retirees), Business Services Forms, General Services Forms, Human Resources Forms, Marketing and Website Support Request Form, Payroll Forms, Photo and Video Release Forms, Purchasing Forms, and Risk Management Forms. The main content area lists three categories of forms: Accounting Forms, Benefits Forms for Active Employees, and Benefits Forms for Retirees, each with a description and a link to the respective forms. A footer section titled 'Business Services Forms and Resources' is also visible.

Forms

Accounting Forms

Benefits Forms (Employees)

Benefits Forms (Retirees)

Business Services Forms

General Services Forms

Human Resources Forms

Marketing and Website Support Request Form

Payroll Forms

Photo and Video Release Forms

Purchasing Forms

Risk Management Forms

Accounting Forms

Accounting forms, including information on warrants, reports, mileage, and tax rates.

[ACCOUNTING FORMS >](#)

Benefits Forms for Active Employees

Employee benefits forms for active Los Rios employees.

[BENEFITS FORMS FOR ACTIVE EMPLOYEES >](#)

Benefits Forms for Retirees

Employee benefits forms for current and future Los Rios retirees.

[BENEFITS FORMS FOR RETIREES >](#)

Business Services Forms and Resources

Questions