DELIVERING INNOVATIVE SOLUTIONS IN AN EVER-CHANGING FINANCIAL WORLD

CONTROLLER’S OFFICE
Provides guidance and training related to:
- Transaction processing
- Leveraging Bronco Hub segment strings
- Proper asset classification and tracking
- Revenue recognition
- Managing fiscal responsibilities
- Reducing tax burden

 controller@boisestate.edu

FINANCE AND LEASING
- Acquisition or lease of approved space in support of the campus master plan
- Coordinate financing and debt issuance for approved campus projects
- Provide business case analysis and advising to campus departments
- Negotiate lease renewals and terminations
- Setup lease payments and budgeting

 jeffbanka@boisestate.edu

STUDENT FINANCIAL SERVICES
- Provide financial wellness education
- Train campus and process departmental deposits
- Assist students with student account questions and maintain account accuracy
- Receive and process payments for tuition and fees
- Provide 1098-T tax forms
- Process department charges and credit uploads

 sinfo@boisestate.edu

OFFICE OF CONTINUOUS IMPROVEMENT
- Managing opt-in functionality
- Leading business process improvement, leveraging system functionality
- Leading change management to enable adoption
- Advocating for Bronco Hub enhancements
- Facilitating conversations and bring people to consensus
- Facilitating and creating training around Bronco Hub
- Providing system support on Bronco Hub and PeopleSoft Student Financials

 oci@boisestate.edu

PROCUREMENT AND VENDOR SERVICES
- Advise and plan for Quotes, Bids, Proposals and Contracts/Renewals
- Serve as a resource for Procure to Pay issues related to process, policy and regulations
- Provide solutions for unique or complex procurement and/or payments
- Manage and Execute Requisitions, Purchase Orders and Sponsored Projects Purchases
- Approve and process requests for P-Cards, Disbursements, Internal Payments, Expense Reports, Correcting Entries, Suppliers and Classification of Independent Contractors
- Coordinate Group or Individual Training for Procure to Pay processes and assist with best practices

 procuretopay@boisestate.edu