Business Office

Provides centralized financial services to everybody at the Law School: from expense reimbursement to Faculty, Students, Staff and Guests, to the procurement of goods and services, to the settlement of all outstanding obligations.

Business Office Site
Columbia Law School
Business Office

POPULAR SERVICES

TRAVEL & HOTELS
Book travel through Valerie Wilson, hotel rooms, and car service.

VENDORS & SUPPLIERS
Create/Modify an employee, student, or non-CU profile.

PAYMENTS
Reimburse an employee, non-employee/guest, pay an invoice, prize/award, honorarium.

KEY FORMS
Essential forms and links.
OUR SERVICES (1 of 2)

A. DEPOSITS & BILLING
1. Incoming ACH & Wires
2. Check Deposit
3. Third Party Billing
4. How To/Training/Other
Questions? bank.deposits@law.columbia.edu

B. BUDGET PROCESS
1. Quarterly Reporting
2. New Needs
3. Chartfields (Initiative/Segment)
4. How To/Training/Other
Questions? budget@law.columbia.edu

C. MISCELLANEOUS
1. Mobile Devices
2. Faculty Allocation/Spending Balances
3. Chartstring/Funding Source
4. Policies & Procedures
5. Payroll/Labor Accounting/Combo-codes

D. PAYMENTS
1. Payment Status
2. Invoice/PO Invoice
3. Reimbursement: Employees
4. Reimbursement: Non-Employees/Guests
5. International Payment
6. Honorarium
7. Letters of Credit
8. Cash Advance

E. SPONSORED PROJECTS + GRANTS
1. Project Set Up/Budget Modification/SubAwards
2. Financial Reporting to Sponsor
3. Effort Reporting
4. Financial Reports/CU/SPFR
5. Compliance/Audit

F. EVENTS
1. Contracts
2. Catering & Preferred Caterers
3. Third Party Events at CLS
4. Travel & Event Card (T-Card)
5. How To/Training/Other
Questions?

G. FINANCIAL SYSTEMS & ACCESS
1. ARC & PAC Access
2. P-Cards New/Modify
3. ARC/FDS Reporting
4. Staples New/Modify
5. ARC Speedcharts
6. How To/Training/Other
Questions? financial.systems@law.columbia.edu

H. PURCHASING & PROCUREMENT
1. Purchase Orders
2. Purchasing Card (P-Card)
3. Promotional Purchase
4. How To/Training/Other
Questions? purchasing@law.columbia.edu
I. TRAVEL & HOTELS
1. Air & Rail Travel
2. Car Service
3. Hotels in NYC
4. Student and Student Group Travel
5. Hotels for Groups outside NYC
6. How To/Training/Other

Questions? travel@law.columbia.edu

J. VENDORS & SUPPLIERS
1. Vendor Inquiry
2. Create/Modify Employee & Student Profile
3. Create/Modify non-CU Profile
4. How To/Training/Other

Questions? vendor@law.columbia.edu

K. KEY FORMS
Essential forms and links used for the procurement of goods and services as well as the settlement of outstanding payments.

L. GLOSSARY
Most common terms and definitions used at the Law School.

M. STANDARD BUSINESS PROCESSES
Standard Business Processes provide best practices to everybody at the Law School.

N. TRAINING MATERIALS
We offer introductory training: Presentation
A. DEPOSITS & BILLING

1. Incoming ACH & Wires
2. Check Deposit
3. Third Party Billing
4. How To/Training/Other

Questions? bank.deposit@law.columbia.edu
B. BUDGET PROCESS

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Questions? business_office@law.columbia.edu
C. MISCELLANEOUS

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3. Chartstring/Funding Source
4. Policies & Procedures
5. Payroll/Labor Accounting/Combocodes
6. CFO Approval
7. How To/Training/Other

Questions? business_office@law.columbia.edu
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2. Invoice/PO Invoice
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4. Reimbursement: Non-Employees/Guests
5. International Payment
6. Honorarium
7. Letters of Credit
8. Cash Advance
9. Policy Exception Request
10. Chartstring Inquiry
11. Student Prizes & Awards
12. Internal Transfers/Journal Voucher
13. How To/Training/Other

Questions? payments@law.columbia.edu
E. SPONSORED PROJECTS & GRANTS

1. Project Set Up/Budget Modification/SubAwards
2. Financial Reporting to Sponsor
3. Effort Reporting
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Questions? events@law.columbia.edu
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Questions? vendors@law.columbia.edu
Our Team

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Business Office

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