MEMO

DATE: December 1, 2021

TO: CSFPF Users

FROM: Cal State Fullerton Philanthropic Foundation

SUBJECT: 12/2021 Revised Electronic Submission Guidelines

Please continue submitting **ALL** Foundation requests electronically. To expedite submissions, please follow the procedures and forwarding instructions indicated below:

<u>Check Request/Scholarship Check Request/Requisition Request/Account Transfer:</u>

Submit the approved Check Request/Scholarship Check Request/Requisition Request/Account Transfer Form and supporting documentation in a single PDF file to ***CSFPFAP@fullerton.edu***. For every submitted request, the following criteria must be met to be accepted electronically:

- Email Subject Line must state **"Check Request/Scholarship Check Request/Requisition Request/Account Transfer."**
- Attach one PDF file, which includes the request form and sequential supporting documentation.
- <u>Approving Official/Authorized Signer(s)</u> must approve the request through one of the two accepted methods:

    o **First Option (preferred method of approval):** Approving Official/Authorized Signer(s) may approve request forms and compliance documents using the Adobe Sign feature, which clearly identifies the Adobe Sign certified stamp. Additionally, a copy of the Adobe Audit Report must be attached to the PDF File.

    o **Second Option:** Approving Official/Authorized Signer(s) must reply/forward an email with request details (required email content below), stating, *"I approve the Check/Scholarship Check/Requisition/Account Transfer Request."*

        ▪ Check/Requisition Request email content must include the following request details:
            - Vendor name/payee

- Description of expense (A detailed description/business purpose should include (when applicable) who, what, when, where, and why. Please no abbreviations or acronyms.)
- CSFPF Account name(s) and account number(s)
- Amount(s)
- **If applicable, list accompanying compliance documents** (i.e., D11, Lost/Missing Receipt. Unauthorized Purchase Approval Request (UPAR), Vendor Data Record (VDR), etc.)

  - Scholarship Check Request email content must include the following request details:
    - CSFPF Account name and account number
    - Scholarship name
    - Academic term for the award
    - Recipient name(s) and amount(s)
    - Total amount of Scholarship Check Request

  - Account Transfer email content must include the following details:
    - Account name(s) and account number(s)
    - Amount(s)
    - Reason(s) for transfer

Foundation Credit Card Reconciliation:

Submit approved Foundation Card Reconciliation Packet (including supporting documentation) as a single PDF file to *CSFPFCard@fullerton.edu*. The follow criteria must be met to be accepted electronically:

- Email Subject Line must state **"Foundation Card Reconciliation MM/YY"** (MM/YY = reconciliation month and year.)
- Attach one PDF file, which includes the reconciliation form and supporting documentation.
- Cardholder Acknowledgement: The Cardholder must acknowledge the reconciliation form and statement through one of the two accepted methods:

  - **First Option (preferred method of acknowledgement):** The cardholder may acknowledge the reconciliation form and statement using the Adobe Sign feature, which clearly identifies the Adobe Sign certified stamp and forwarded through the Adobe Sign feature or via email with request details (required email content in the bullet point below) to the Approving Official/Authorized Signer(s). If forwarding by email, a copy of the Adobe Audit Report must be attached to the PDF file.

- o **Second Option:** Cardholder must forward the email with request details (required email content below) to Approving Official/Authorized Signer(s) stating, *"I have reviewed and acknowledge the transaction(s) reconciled."*

    - Email content must include the following request details:
        - Cardholder's name
        - Reconciliation period
        - Description of expense (A detailed description/business purpose should include (when applicable) who, what, when, where, and why. Please no abbreviations or acronyms.)
        - CSFPF Account name(s) and account number(s)
        - Statement amount
        - **If applicable, list accompanying compliance documents** (i.e., D11, Lost/Missing Receipt. Unauthorized Purchase Approval Request (UPAR), etc.)

- Approving Official and Authorized Signer(s) Approval: The Approving Official and, if needed, Authorized Signer(s), must approve the request form and statement through one of the two accepted methods:

    - o **First Option (preferred method of approval):** Approving Official/Authorized Signer(s) may approve reconciliation packet(s) using the Adobe Sign feature, which clearly identifies the Adobe Sign certified stamp. Additionally, a copy of the Adobe Audit Report must be attached to the PDF file.

    - o **Second Option:** Approving Official/Authorized Signer(s) must forward the email with reconciliation details and Cardholder's approval to *CSFPFCard@fullerton.edu*, stating, *"I approve the Foundation Card Reconciliation Packet and statement."* Please ensure compliance documents (i.e., D11, Lost/Missing Receipt, Unauthorized Purchase Approval Request (UPAR)) are expressly approved, if applicable.

Invoice Request/Account Update/Account Setup Form:

Submit the approved request and supporting documentation in a single PDF file to *Foundation@fullerton.edu*. The following criteria must be met to be accepted electronically:

- Email Subject Line must name the request type (i.e., Invoice Request/Account Update/Account Setup etc.)
- Attach one PDF file, which includes the request form and supporting documentation.

- Approving Official/Authorized Signer(s) must approve the request through one of the two accepted methods:

  o **First Option (preferred method of approval):** Approving Official/Authorized Signer(s) may approve request forms using the Adobe Sign feature, which clearly identifies the Adobe Sign certified stamp. Additionally, a copy of the Adobe Audit Report must be attached to the PDF file.

  o **Second Option:** Approving Official/Authorized Signer(s) must reply/forward the email with request details (requirement email content below) to *Foundation@fullerton.edu*, stating, "I approve the (request type here)."

    ▪ Per the request type, the email content must include the following request details:
      - Invoice Request
        o Payee
        o Amount
        o Reason/purpose: **Per CSFPF and CSUF policies, only the Foundation has authority to bill/invoice and issue its EIN to entities, allowing the Foundation to properly document and safeguard from prohibited or fraudulent activities. Thus divisions, departments, units, programs, or any other groups should not share the Foundation's EIN or bill on its behalf.**
      - Account Update/Change
        o Account name(s) and account number(s)
        o Reason/purpose
      - Account Setup Form
        o Authorized Signer(s)/Division Head must sign/approve the request.

    ▪ Submit the completed form to Advancement Services at *GiftAdmin@fullerton.edu* for approval. Advancement Services will forward to the Foundation once approved.

Invoice for Payment:

Submit the approved invoices including supporting including supporting documentation if needed, as a single PDF fileto *Foundation@fullerton.edu*. The following criteria must be met to be accepted electronically:

- Email Subject Line must state **"Invoice for Payment."**
- <u>Approving Official/Authorized Signer(s)</u> must approve the invoice through one of the two accepted methods:

    o **First Option (preferred method of approval)**: Approving Official/Authorized Signer may approve request forms using the Adobe Sign feature, which clearly identifies the Adobe Sign certified stamp. Additionally, a copy of the Adobe Audit Report must be attached to the PDF file.

    o **Second Option:** Approving Official/Authorized Signer must reply/forward the email with request details (requirement email content below) to *Foundation@fullerton.edu*, stating, **"I approve the invoice."**

        ▪ Email content must include the following request details:
            - Name of the vendor to be paid
            - Amount of the invoice
            - PO number

Foundation Deposits:

Mailed philanthropic gifts should be redirected to Cal State Fullerton Philanthropic Foundation's secure lockbox at:

CSFPF
PO Box 843730
Los Angeles, CA 90084-3730.

However, departments receiving contributions mailed directly to campus must hand-deliver the gift within 24 hours with a deposit form to the office of University Advancement in College Park (CP- 850.) Please email *GiftAdmin@fullerton.edu* with deposit or gift processing questions.

Questions:

All Foundation forms can be found at *http://foundation.fullerton.edu/policies-forms/*.

If you have any questions regarding these guidelines, please contact the Philanthropic Foundation at (657) 278-2786 or email *Foundation@fullerton.edu*.

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