

# Foundation Card Reconciliation - Approver Guide

The Foundation’s credit card billing cycle generally runs from the 19th of the month (cycle start date) until the 20th of the following month (cycle end date) and is due within ten (10) days thereafter. This guide covers how approvers can review a Foundation Card Reconciliation submission before approving or rejecting it.

## 1. Approvers will receive an email from CSFPF to review a Foundation Card Reconciliation request.

Click on the RITM Link to review the Foundation Card Reconciliation details.

 CSFPF <helpdesk@fullerton.edu> Today at 3:19 PM  
To:  Si, Kevin

CSUF external service. Use caution and confirm sender.



A CSFPF Foundation Card Reconciliation has been submitted for your approval.

Requested Item: Foundation Foundation Card Reconciliation

Attachments:  
[Z0118278 - February 2025 Reconciliation Packet.pdf](#)

Requested by: McDougall, Donald  
Department: UA Administration and Finance  
Activity: Cardholder Approval

To approve or reject this request click the link below.

Click here to view [Approval Request](#)

Transactions

Transaction date	Detailed Description	Account	Amount	Compliance Doc	Business purpose/Justification	Object Code
02-01-2025	Creality3D: Creality K2 Plus/ K2 Plus Combo 3D Printer (IT Authorization #: 2425-123456)	12345	1000.00	None	The 3D printer will be used by the department's student senior design teams for prototyping their projects.	

As an authorized signer, be sure to review the entire request and attachments before approving. If this is rejected, the requester must create a new Foundation Card Reconciliation.

## 2. View transaction details and supporting documentation attached.

Approvers must review and ensure that transactions comply with CSFPF Foundation Card policies. Approver responsibilities include but are not limited to:

- Ensure all transactions are appropriate and within the authorized purpose(s) of the account(s) being charged
- Certify all purchases are to be or have been used exclusively for official University business
- Ensure no prohibited items have been purchased (see Prohibited Expenditures sections of Foundation Card policy for details.)
- If personal or disallowed purchases were made in error, reimbursement has been made to CSFPF before the submittal of the Foundation Card Reconciliation Packet
- Ensure purchases of any restricted items have been adequately justified and documented
- Confirm the availability of funds committed
- Ensure proper supporting documentation is attached to the Foundation Card Reconciliation Form, such as Hospitality (D11) Form, IT Authorization, Membership Justification, EHS Authorization, Unauthorized Purchase Approval Request, or Account Holder Approval

Home > Approval Form search

Phone: (657)278-4267

**Transactions**  
[Click to view](#) **Review transactions entered by preparer**

Transaction date	Detailed Description	Account	Amount	Compliance Doc	Business purp
02-01-2025	Crealty3D: Creality K2 Plus/ K2 Plus Combo 3D Printer (IT Authorization #: 2425-123456)	12345	1000.00	None	The 3D printer the departmen design teams fi their projects.

foundation card?  
 locate expenses to the appropriate Foundation account?

Are there any travel expenses?  
No

Are there any hazardous material expenses?  
No

Are there any expenditures that fall under the CSUF Directive 117?  
No

Are there any purchases made from a service provider not on the Authorized Service Providers list?  
No

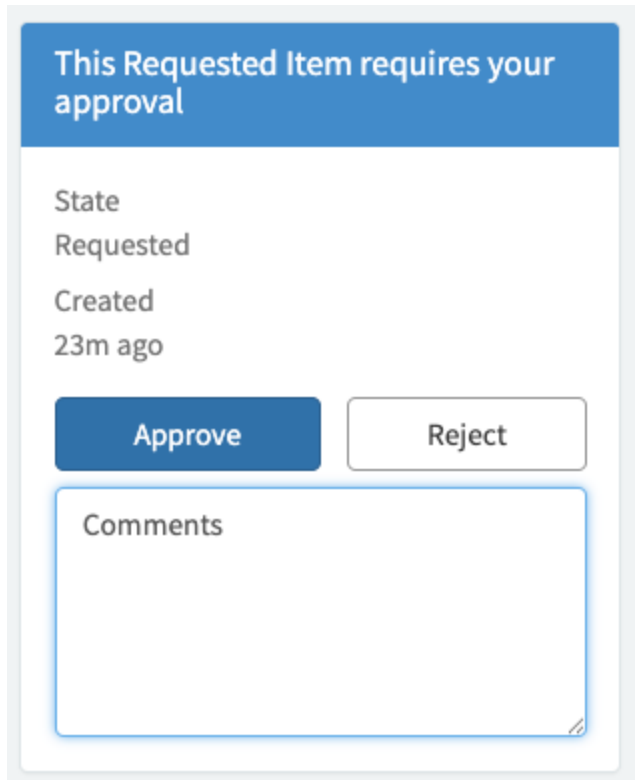
Are there any membership expenses?  
No

**Supporting Documentation**  
[Z0118278 - February 2025 Reconciliation Packet.pdf](#) **Download attachments to review receipts and supporting documentation**

### 3. Approve or reject the Foundation Card Reconciliation request.

After approval, the submission will be forwarded to the next approver in the workflow.

If you reject the request, a comment is required to explain why the request has been rejected. After a request is rejected, the preparer must resubmit the form for review.



This Requested Item requires your approval

State  
Requested

Created  
23m ago

Comments

The image shows a digital approval card. At the top, a blue header contains the text 'This Requested Item requires your approval'. Below this, the card displays the item's state as 'Requested' and its creation time as '23m ago'. Two buttons are provided for action: a blue 'Approve' button and a white 'Reject' button with a grey border. At the bottom, there is a large, empty text box labeled 'Comments' for providing feedback.

---

## Next Steps

If approved, the request will be forwarded to the next approvers in the workflow. After the last approval, CSFPF will review the Foundation Card Reconciliation request. Approvers and preparers will be notified if the request has been approved. If additional information is needed or the request has been rejected, a comment will be provided in the notification email.

**Foundation Card Reconciliation Approved (RITM233371)**



CSFPF <helpdesk@fullerton.edu>

Today at 3:58 PM

To: McDougall, Donald; Si, Kevin; Cc: Cruz, Paul; Si, Kevin; McDougall, Donald

CSUF external service. Use caution and confirm sender.



If you have questions or require further assistance, please reply to this email.

[Click here to view Requested Item: RITM233371](#)

## Need Help?

For additional information, please reference the Foundation Card Reconciliation FAQ or the CSFPF Foundation Card Policy on the [Foundation Website](#). Further inquiries can also be sent to [csfpfcard@fullerton.edu](mailto:csfpfcard@fullerton.edu)