



## GENERAL CHECK REQUESTS

Check request forms are used to facilitate disbursements such as; reimbursements, payments to CSUF, fellowships, awards and prizes and non-employee travel.

### **Reimbursements or payment of expenses**

The signature of an authorized signer on the account AND the signature of the immediate supervisor (or superior of that position) shall be required for:

- Reimbursement of out-of-pocket business related expenses
- Any other payments that are directly related to the individual employee

### **Payment requests payable to CSUF (Cashier's Office)**

All requests for payment to a CSUF university account will be made payable to the CSUF Cashier's Office (if payment is related to student financial aid, please refer to the scholarship section).

The University requires that for CSFPF to pay a university account, the university must invoice the CSFPF. For reimbursement of P-Card expenditures or other miscellaneous expenditures which were paid from a university account, or cash transfers to a university account, the department should do the following:

- Prepare a CSFPF Purchase Order (PDF) - complete with all information and signatures
- In addition to a justification/explanation of the transfer, include in the description section of the P.O. the complete CMS account number to which the funds are to be transferred, specifying the chartfield names and values (for example Account – 123456 Fund-THEFD Dept-12345 Program-1234). This number will be used by CSFPF to create an Expenditure Transfer Request.
- Send the original completed P.O. along with supporting documentation (i.e. OBIEE Report, copy of P-Card charge, copy of invoice, D11, etc) to CSFPF in CP850.
- CSFPF will assign a purchase order number and complete an Expenditure Transfer Request for the university. CSFPF will send the Expenditure Transfer Request to the university. When the CSFPF is billed by the university, the P.O. will be paid.

### **Stipends and Fellowship Grants**

Stipends are regular fixed payments for services or to defray expenses (for example, the cost of time spent attending classes).

If any services are provided in order to receive a stipend or fellowship grant, that portion paid in consideration for services cannot be processed through CSFPF accounts payable. If services are not provided in order to receive a stipend or fellowship grant, that portion must be paid through the check request process. Supporting documentation may be required.



For students, non-service stipends and fellowship grants are considered similar to scholarships and require the completion of a Scholarship Check Request (refer to the scholarship section above). The student's campus wide ID and the semester(s) involved in the award must be noted on the check request for reporting to the Financial Aid Office.

For non-students, non-service stipends are considered taxable income to the recipient. A completed standard Check Request along with a CSFPF Vendor Data Record 204 Form and supporting documentation, must be submitted for processing of payments. Various restrictions or other processing requirements may apply depending on the legal residency status of the payee.

### **Awards and Prizes**

Awards and prizes are given to offer recognition of excellent work or extraordinary effort. An award or prize may also be won through lottery, luck or chance. Awards and prizes never involve services. However, awards and prizes are considered taxable income to the recipient. A completed standard Check Request along with a CSUF Form 204 - Vendor Data Record must be submitted for processing of payments for awards and prizes. Supporting documentation may also be required (such as an event flyer promoting a design contest). Awards for faculty and staff may be processed through the CSFPF providing NO services were involved. The income is taxable to the recipient. Various restrictions or other processing requirements may apply depending on the legal residency status of the payee.

Awards to students for scholarly related activity should be processed as a scholarship.

Directive 11 must be completed for awards & prizes.

### **Travel for non-CSUF employees**

Travel costs for non-CSUF employees will be paid following the basic check request process.

The names of the travelers, relationship to the university, dates of travel, purpose of trip and any other pertinent information must be included on the check request

Non-CSUF employee travelers must complete a Non-employee Travel Waiver, which should be completed before any travel takes place and must be included with the check request. A Non-Employee Reimbursable Travel Expense form must be completed and signed.

All international travel must be reviewed by University Risk Management

Directive 11 may be required depending on the circumstances

mileage is reimbursed at the state rate



# CALIFORNIA STATE UNIVERSITY, FULLERTON

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Philanthropic Foundation

2600 Nutwood Ave Suite 830, Fullerton, CA 92831 / T 657-278-2786

## REQUIREMENTS FOR CHECK REQUESTS

- CSFPPF must receive complete information, supporting documentation and required signatures in order to process a check request. Incomplete check requests/purchase orders will be returned to the requesting department for completion
- Check requests may take up to 7 days for review and processing. Final checks are mailed directly to the vendor unless otherwise indicated on the check request.
- Provide adequate description and statement of the purpose of the expenditures in order to justify that the expenditure meets any federal, state, CSU, CSUF, CSFPPF or account restrictions/directives
- Documentation of the approval from Campus IT on IT purchases.
- Additional documentation (for example, flyers for conferences or lectures) must be attached when appropriate
- Provide the CSFPPF account number, object code (if known) and corresponding amounts
- Payments for meetings, conferences, receptions, staff development, training and meals require detailed explanations (purpose, place, date and names/titles of persons in attendance) and documentation (such as agenda, invitation, flyer, etc.)
- Provide a completed Directive 11 as required
- Request must be signed by an authorized account signer (who is an authorized university official)
- Intercampus mail Check Request Form to: CSFPPF, College Park, Suite #830

## RUSH CHECKS

- Rush checks are available for all account holders who need them in emergency situations. Rush Check Requests under \$3,000 turned in to the CSFPPF offices by 10 a.m. will generally be available by 4 p.m. the next day.
- Rush check requests over \$3,000 will generally be available 48 hours from the time the request is received with completed information and back up support.
- The fee for all rush checks is \$25.00 and may only be waived by CSFPPF personnel in extreme circumstances.

Please note that scholarship check requests can be rushed (with a \$25 rush fee), but the department must first contact Student Financial Services to verify whether or not they will be able to rush a check to the student.

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## AVAILABILITY OF FUNDS AND AUTHORIZED SIGNATORIES

- Funds must be available in the CSFPF account listed on the check request.
- Available cash is determined by the cash balance of the account, less any encumbered amounts.
- An authorized account signatory (who is an authorized university official) must sign the check request or purchase order.
- Two authorized signatures are required for disbursements over \$3,000.
- Reimbursements to faculty/staff require signature of their immediate supervisor or superior.

## ORIGINAL RECEIPTS AND INVOICES

- Original receipts/invoices are required. If original receipts are not available for reimbursements, a Lost/Missing Receipts Verification Form must be completed and a copy of the receipt attached if available.
- If an original invoice is not available for vendor payments, a copy must be attached with an explanation for future audit reference.
- CSFPF will verify that non-original documents have not been previously paid by CSFPF. The CSFPF cannot check to ensure a duplicate payment has been made by either the university or other campus related entity (i.e. CSUFASC).
- Reimbursements must reflect an invoice or receipt that is marked paid to verify proof of purchase. An itemized receipt and credit card receipt are needed.
- The amount on the check request must equal (or not exceed) an invoice amount or sum of attached invoices/receipts.

## SALES AND USE TAX

- For the purchase of goods and other taxable items, vendors must charge sales(use) tax in most cases.
- If sales (use) tax is required and the vendor does not collect it, CSFPF will charge the sales (use) tax amount to the account that paid the vendor and pay the tax directly to the California State Board of Equalization.

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