State Fund & Foundation Account

Intercampus Reimbursement

Updated: December 2023

FOUNDATION REIMBURSEMENT TO STATE:

- Go to Philanthropic Foundation website and click on the “Policy, Procedures & Forms” Tab:
  [http://foundation.fullerton.edu/policies-forms/](http://foundation.fullerton.edu/policies-forms/)
- Click the ServiceNow Requisition Request
- Complete Requisition Request with the vendor being the Cashier’s Office (Vendor ID: Z0105376)
- Attach a copy of the OBIEE report/Concur report and supporting documentation such as a receipt/D11, submit for approval and processing.

**NOTE:** AP will issue a Purchase Order number, process a state Expense Transfer Request (ETR), and send a copy of the ETR for your records.

STATE REIMBURSEMENT TO FOUNDATION:

**STEP 1**

- Go to Philanthropic Foundation website and click on the “Policy, Procedures & Forms” Tab:
  [http://foundation.fullerton.edu/policies-forms/](http://foundation.fullerton.edu/policies-forms/)
- Click on Request for Invoice and download Billing/Invoice Request Form
- Complete Billing/Invoice Request form, attach a copy of the Foundation Transaction Detail Report and supporting documentation such as a receipt/D11
- Submit to Foundation’s Accounts Receivable at:  Foundation@fullerton.edu

**NOTE:** Foundation Accounts Receivable will prepare and forward an invoice to you to attach to a CSUF Check Request.

**STEP 2**

- Go to CSUF Accounts Payable and Travel website and click on the “Forms” tab:
  [https://financialservices.fullerton.edu/controller/ap_travel/forms/](https://financialservices.fullerton.edu/controller/ap_travel/forms/)
- Click Check Request and fill in the appropriate fields on the Adobe Sign form
- Attach Foundation invoice to the signed Check Request and e-submit to CSUF Accounts Payable:  **Vendor Letter A-E Check Request**

**NOTE:** A CSUF Check Request step-by-step guide can be found at:
[https://financialservices.fullerton.edu/controller/ap_travel/services/payments/CheckRequest.php](https://financialservices.fullerton.edu/controller/ap_travel/services/payments/CheckRequest.php)