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## State Fund & Foundation Account Intercampus Reimbursement

Updated: January 2023

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### FOUNDATION REIMBURSEMENT TO STATE:

- Go to Philanthropic Foundation website and click on the “Policy, Procedures & Forms” Tab:  
<http://foundation.fullerton.edu/policies-forms/>
- Click Procurement/Requisition Request and download the Requisition Request Form
- Complete Requisition Request Form with the vendor being the Cashier’s Office (*Vendor ID: Z0105376*)
- Submit the complete Requisition Request Form with a copy of the OBIEE report/Concur report and supporting documentation such as a receipt and D11.
- Submit to Foundation’s Accounts Payable (AP) at: [CSFPFAP@fullerton.edu](mailto:CSFPFAP@fullerton.edu)

**NOTE:** AP will issue a Purchase Order number, process a state ETR 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/>
- 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 and D11
- Submit to Foundation’s Accounts Receivable at: [Foundation@fullerton.edu](mailto:Foundation@fullerton.edu)

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

#### STEP 2

- Go to CSUF Financial Services website and click on the “Forms” tab:  
<https://adminfin.fullerton.edu/finance/forms.php>
- Click Check Request and fill in the appropriate fields on the web form
- Attach Foundation invoice to the signed Check Request and submit CSUF Accounts Payable at:  
[ap@fullerton.edu](mailto:ap@fullerton.edu)

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