

Foundation Card Reconciliation - Preparer 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 cardholders or their delegates can reconcile their Foundation Card statements.

1. Review your Wells Fargo monthly statement and verify transactions are legitimate.

Please see the CSFPF Foundation Card Policy for dispute procedures.

2. Log in to the [ServiceNow Foundation Reconciliation Form](#) on the CSFPF website.

3. Complete the Cardholder Information section.

- Enter the name of the cardholder shown on the Wells Fargo monthly statement.
- Enter the reconciliation period in the format: MONTH-YEAR



If the cardholder's name does not appear, please verify that the cardholder is active or that you are their official delegate. To update the delegate list, submit a [Foundation Card Delegation of Authority Form](#) to CSFPFCard@fullerton.edu.

* Indicates required

Cardholder Information

* Cardholders name

* Reconciliation period ?

Department

* Cardholder's vendor ID

Cardholder email

Campus mail address

* Prepared by

Phone

4. Complete the Reconciliation Information section with transactions shown on the Wells Fargo statement

Click **Add** to add a new transaction line for the statement. Up to 50 transactions can be added.

Reconciliation Information

* Transactions


Actions	Transaction date	Vendor/Expense Description	Account	Amount	Compliance Doc	Business purpose/Justi
No data to display						

Provide the following information for each transaction:

- Transaction Date
- Vendor/Expense Description: Must include vendor name, description of the item(s), and other supporting document # (ex: IT Authorization, Travel Authorization, etc.)
- CSFPF Account #
- Amount: If sales tax is not included, current local sales tax will be applied

- Compliance Documents: Select all that apply
- Business Purpose/Justification: A detailed description/business purpose should include (when applicable) who, what, when, where, and why. Please do not use abbreviations or acronyms. See Appendix A for business purpose examples.


Add Row ✕

* Transaction date 

* Account

* Vendor/Expense Description

* Amount

* Compliance Doc  ✕

* Business purpose/Justification

Hospitality (D11)

Lost/Missing Receipt

Membership Justification

None

Prize/Award Form



Travel Request

Unauthorized Purchase (UPAR)

Transaction entries can be revised or deleted if needed.

Reconciliation Information

* Transactions

Actions	Transaction date	Vendor/Expense Description	Account	Amount	Compliance Doc	Business purpose/Justi
 	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 us the department's studei design teams for prototy their projects.

After adding all transactions, confirm that the grand total matches the Wells Fargo monthly statement. Add special instructions to the reconciliation form if needed.

5. Complete the Compliance Review section and attach additional documentation if necessary

Depending on your answer, you may be required to upload additional documents. Additional documents and compliance forms, which are dependent on purchase type, may include but are not limited to the following: Hospitality (D11) Form, IT Authorization, Membership Justification, EHS Authorization, Unauthorized Purchase Approval Request, or Account Holder Approval.

Compliance Review

*Are multiple Foundation accounts being charged to your Foundation card?

Yes No

*Are there any IT expenses?

Yes No

Please ensure that the IT authorization email is attached for each expense

*Are there any hazardous material expenses?

Yes No

*Are there any expenditures that fall under the CSUF Directive 11?

Yes No

*Are there any membership expenses?

Yes No

*Are there any travel expenses?

Yes No

*Have there been any purchases of prohibited items that required an exception to policy or purchases from a service provider not on the Authorized Service Providers list?

Yes No

6. Upload the reconciliation packet with supporting documentation.

Organize the packet as one PDF in the following order: Bank Statement, receipts/invoices, and additional documentation/compliance forms relative to the specific purchase.

7. Select the appropriate approving official and authorized approver of the account being charged.

- Approving Official: Administrator who supervises the Cardholder

- Authorized Approver: Authorized account signer of CSFPF Account #. Foundation Card statements exceeding \$3,000 will need an additional authorized signer



Not sure who the appropriate approver signer is? You can view a list of signers with our [Acct Info Foundation Report](#). Add your CSFPF account number in the **GL Key/Project** field and submit for a report of account signers. The requestor cannot also be the approver.

8. Read and check the attestation box before clicking the submit button.

Next Steps

Once the Foundation Card Reconciliation has been submitted, you will receive a confirmation email referencing a unique RITM number to track the workflow. A separate email will be sent to the approvers requesting their approval.

If you are preparing as a delegate for another cardholder, the cardholder will be notified to approve the form before it is sent to the approving official and signer(s). If you are preparing your own card, you will be notified to approve your own form before it is sent to the approving official and signer(s).

If the reconciliation packet is not received within the reconciliation time period, the packet is considered outstanding. A Cardholder with an outstanding reconciliation packet of 30 days or more will have their Foundation Card suspended until all outstanding packets or pending issues have been received/resolved.

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

Appendix A - Business Purpose Examples

A detailed description of expense and business purpose should include (when applicable) **who, what, when, where, and why**. The business purpose should also adequately explain how the expense is supporting the mission of the CSU and the daily or ongoing department operations. These should be clearly written so that reviewers may understand without follow-up questions or explanations. Please do not use abbreviations or acronyms.

Expense	Insufficient Business Purpose/Benefit to the University	Sufficient Business Purpose/Benefit to the University
Food & Beverage Expense	Lunch catering	Lunch catering was provided to employees for all-day training with no break. The training aims to advance and extend the knowledge of university employees and provide opportunities for individuals to develop intellectually, personally, and professionally within their careers.
Equipment	3D Printer for course use	3D Printer to support engineering senior design projects. Student teams will use the printer to prototype and test their engineering designs leading up to the ECS Innovation Expo.
Award	Faculty award	Faculty member Tuffy Titan to receive award for 30 years of service. The purpose of the award is to cultivate employee morale while demonstrating gratitude and appreciation for staff and faculty

Expense	Insufficient Business Purpose/Benefit to the University	Sufficient Business Purpose/Benefit to the University
		who have dedicated their time and service to the university.
Event Supplies	Table decorations for event	Table decorations for an event hosted on October 13, 2024, at the Arboretum and Botanical Garden. The event aims to bring together the community and supporters to fund student scholarships and programs to elevate and empower the next generation of leaders.