
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/>
- 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/>
- 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/
- 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