

California State University San Bernardino

CASH POSTING ORDER (CPO) REQUEST FORM

For use in lieu of invoice for transactions between CSU, San Bernardino and other CSU campuses and/or Chancellor's Office. See instructions on following page.

Date:

Requestor Contact Information

First and Last Name:

Department/Program:

Telephone:

Email Address:

Campus chartfield string to receive funds:

Account	Fund	Dept ID	Program	Class	Project
---------	------	---------	---------	-------	---------

Explanation of Transaction Request:

Charge Information

Campus to Charge:

Dollar Amount:

Contact Name:

Contact Email Address:

Contact Telephone:

Note: Supporting documentation (emails, registration forms, MOU, etc.) must be provided.

SUBMIT VIA EMAIL TO: CPORrequest@csusb.edu

California State University San Bernardino **Cash Posting Order (CPO) Request Form Instructions**

Please complete each of the fields of information on the CPO request form.

Date – Enter the current date

Requestor Contact Information

First and Last Name – Identify the individual from CSUSB submitting the request

Department/Program – Identify campus Department/Program the requestor is associated with

Telephone – Provide the campus requestor contact telephone number

Email Address – Provide the campus requestor contact email address

Campus chartfield string to receive funds –

Provide a complete PeopleSoft Account, Fund, Department ID, Program, and Class (optional) and Project (optional) where the payment/reimbursement is to be recorded

Explanation of Transaction Request – Include details for this request to answer the questions of Who, What, When, Where, Why; such as what is being charged to who and why

Charge Information

Campus to Charge – List the other CSU campuses involved in the transaction with CSUSB

Dollar Amount – Specify the dollar amount of the expense(s) to be reimbursed

Contact Name – Provide the CSU campus contact name(s)

Contact Email Address – Provide the CSU campus contact email address(es)

Contact Telephone – Provide the CSU campus contact telephone number(s)

Save the completed PDF form.

Supporting documentation for the request must be submitted with the form.

The CPO may not be processed without sufficient supporting documents.

There must be some acknowledgement from the campus receiving the CPO that they are in agreement with the charges being requested.

Send the completed PDF request form and supporting documents as attachments via email to CPORequest@csusb.edu.

Questions regarding this process should be directed to [General Accounting](#) x73153.