FINANCIAL SERVICES
COYOTE ONE CARD TRANSACTION REQUEST FORM

CSUSB

In situations that may warrant a gift, such as recognition for a noteworthy work-related accomplishment, length of service, or retirement, CSUSB departments occasionally wish to provide employee(s) with a recognition award or gift. Additionally, CSUSB Auxiliaries or Sponsored Projects may have a need to provide incentive payments for students and other campus community members who participate in an event, research projects, or promotional opportunity that advances the work of the University. Incentives related to Sponsored Projects must be in approved budget and allowable per the funding agency.

The incentives are typically small amounts and can consist of checks, cash, vendor gift cards, or adding funds to a Coyote One Card. This form is used to request fund balance to be added to the employee's or student's Coyote One Card. The Coyote One Card can be used at the campus bookstore, dining venues, and other areas on campus that utilize Coyote One Card as a form of payment.

REQUESTOR INFORMATION

Event/Project Description:

Name:	Title:
College:	Department:

APPROVER INFORMATION

Name:	Title:

COYOTE ONE CARD INFORMATION
(IF ADDITIONAL LINES ARE NEEDED, PLEASE ATTACH ANOTHER SHEET)

Name	Coyote ID	Amount	Employee/Student

CHARTFIELD INFORMATION

Account:	Fund:	Dept:	Class:	Project:	Total:
Account:	Fund:	Dept:	Class:	Project:	Total:
Account:	Fund:	Dept:	Class:	Project:	Total:

Grand Total

SIGNATURES

Requestor:	Date:

CSUSB Department or PI (for Sponsored Projects)
I hereby certify that expense is allowable in the approved project budget, funds are available, and chart field provided is correct.

Approver:	Date:

CSUSB Auxiliaries or Sponsored Project Admin

Authorized Signer:	Date:

Accounting Services
I hereby certify that the amounts listed above have been added to the employees/students' Coyote One Card.

Authorized Signer:	Date: