



UNIVERSITY CLUB FINANCIAL TRANSACTION REQUEST FORM

(This form is required for all Transactions other than Deposits)

STUDENT CLUB/ORGANIZATION INFORMATION:	
Club/Organization Name: _____	Date: _____
Requestor's Name: _____	CSUSB ID: _____
Phone Number: _____	CSUSB Email: _____
Event Name and Date: _____	Expense Date: _____
Total Amount Requested: \$ _____	

IMPORTANT: For information on **Purchase Orders** and **Chargebacks** please contact Dana Franklin.
Original itemized receipts must be provided for all expense transactions.

TRANSACTION TYPE	DESCRIPTION	AMOUNT
CASH ADVANCE (\$500 Max) Provide quote, request 2 days before event, return receipts 2 days after event	Temporarily Suspended	N/A
CHECK REIMBURSEMENT (\$1000 Max) Attach original itemized receipts. Receipts due within 30 days		
VENDOR CHECK REQUEST Original invoice from vendor; Online Web-site print out etc.		
PRO CARD (FAC Use Only) Original invoice from vendor; Online Web-site print out etc.		

Chartfield String:

Account 660901	Fund ST ___	Dept ID B0535	Program NONE	Class NONE	Proj./Grant NONE
--------------------------	-----------------------	-------------------------	------------------------	----------------------	----------------------------

Club Officer 1 <small>(on Trust Fund Fact Sheet)</small>	Print Name: _____ Position: _____
	Signature: _____ Date: _____
Club Officer 2 <small>(on Trust Fund Fact Sheet)</small>	Print Name: _____ Position: _____
	Signature: _____ Date: _____

Club Advisor: (only required if request is over \$500)	Signature: _____ Date: _____
---	------------------------------

OSE Designee: (only required if request is over \$100)	Signature: _____ Date: _____
---	------------------------------

Financial Management Specialist:	Signature: _____ Date: _____
---	------------------------------

Email this form to dfranklin@csusb.edu for processing

University Club Financial Transaction Request Form Instructions

Transactions from your account can be made using this form. It's required that 2 club officers sign and date. OSE Finance and Administrative Coordinator signature required for all transactions, club advisor for purchases over \$500 and an OSE Designee for purchases over \$100. Email the completed form to dfranklin@csusb.edu.

Transaction Form Steps

Student Club Information

1. **Club Name** – club name on Trust Fund Fact Sheet
2. **Date** – today's date
3. **Requestor Name** – person requesting the money
4. **CSUSB ID** – school ID (000000000)
5. **Phone Number** – requestor's phone number
6. **CSUSB Email** – school email (000000000@coyote.csusb.edu)
7. **Event Name/Date** – name of event and when it occurs
8. **Expense Date** – when you paid the amount
9. **Total Amount Requested** – amount requested for reimbursement

Types of Transactions (Fill appropriate box with description and amount on form)

1. **Purchase Orders (securing outside venue) and Chargebacks (CSUSB receipts, printing, event scheduling)** : Contact Dana Franklin | (909) 537-3979
2. **Cash Advance**: Temporarily Suspended (Normally a \$500 maximum. Provide quote/budget as to why advance is needed. Request 2 days before event and return receipts 2 days after event. *Use Check Request if over \$500.*)
3. **Check Reimbursement**: \$1000 maximum. Attach original itemized receipts. Receipts due within 30 days of expense. *Use Check Request if amount is over \$1000*)
4. **Check Request**: Purchases over \$1000. Attach all pertinent information (name, address, items ordered, amount etc.) Original invoice from vendor, website printout etc.
5. **Pro Card**: Used by OSE Finance and Administrative Coordinator. Provide original invoice from vendor, website printout, etc.

Chartfield String: Provide ST Number

Signatures (always required)

1. Club Officer 1 on Trust Fund Fact Sheet – print name, position, enter scanned or electronic signature, date
2. Club Officer 2 on Trust Fund Fact Sheet – print name, position, enter scanned or electronic signature, date
3. Office of Student Engagement Finance and Administrative Coordinator – signature, date

Signatures (depend on amount)

1. Club Advisor (if over \$500) – signature, date
2. OSE Designee (if over \$100) – signature, date
3. Email completed form to dfranklin@csusb.edu
4. **For all questions or assistance on the transaction process please contact Dana Franklin**
dfranklin@csusb.edu