



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 / 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.	(Include name and mailing address of recipient in description)	
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
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Club Officer 1 (on Trust Fund Fact Sheet)	Print Name: _____ Position: _____
	Signature: _____ Date: _____
Club Officer 2 (on Trust Fund Fact Sheet)	Print Name: _____ Position: _____
	Signature: _____ Date: _____

Club Advisor: (only required if request is over \$500)	Signature: _____ Date: _____
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OSE Designee: (only required if request is over \$100)	Signature: _____ Date: _____
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Finance and Administrative Coordinator:	Signature: _____ Date: _____
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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. Include name of individual being reimbursed, address, items ordered, and amount. (Use Check Request if amount is over \$1000.)
4. **Check Request**: Purchases over \$1000. Include name, address, items ordered and amount. 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