



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: \$ _____	

TRANSACTION TYPE	DESCRIPTION	AMOUNT
CHECK REIMBURSEMENT (\$1000 Max) <small>(Include name, SID and mailing address of recipient in description)</small>	(Upload itemized receipt)	
CREDIT CARD <small>(ONLINE ORDERING ONLY)</small>	(Upload itemized quote and link to website)	
CHECK REQUEST / PURCHASE ORDER <small>(GUEST SPEAKERS, DJs, CATERING, RENTALS)</small>	(Upload itemized quote or invoice)	
CHARGEBACK <small>(ON CAMPUS SERVICES: PRINTING, SPECIAL EVENTS)</small>	(Upload itemized quote or invoice)	

Chartfield String:

Account	Fund	Dept ID	Program	Class	Proj./Grant
660901	ST ___	B0535	NONE	NONE	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: _____
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OSLE Designee: (only required if request is over \$100)	Signature: _____	Date: _____
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Finance and Administrative Coordinator:	Signature: _____	Date: _____
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** Upload form to [Coyote Connection](#) for processing**

University Club Financial Transaction Request Form Instructions

Do not pay for any services to a vendor directly. If a service is paid for directly to a vendor, we will be unable to reimburse you.

Examples of services include: guest speaker, venue rental, catering, DJ, etc

Transaction Form Steps

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. **Check Reimbursement:** *For supplies only-* \$1000 maximum. Attach original itemized receipts. Receipts are due within 30 days of expense. Attach all pertinent information for individual being reimbursed (name, SID, address, items ordered, amount etc.)
2. **Credit Card:** Provide original invoice/order from vendor and link to website. May need to schedule a meeting to process transaction.
3. **Check Request or Purchase Order:** Services such as guest speakers, DJs, off-campus venue, and orders where a credit card cannot be used. May need to schedule a meeting to process transaction. ****Purchase orders require a minimum of 3 weeks to process****
4. **Chargeback:** Printing Services, Special Events room rental fees) Contact Dana Franklin | dfranklin@csusb.edu (909) 537-3979

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. Club Advisor – signature, date (if over \$500)

For OSE and FAC Signatures and Processing Upload Completed Form to Coyote Connection

1. Visit www.csusb.edu/coyote-connection and sign in with your Coyote ID / password
2. Choose Forms tab at top of home page
3. Search for University Club Financial Transaction Request Form
4. Select Start
5. Enter your contact information and upload completed University Club Financial Transaction Request Form

Please note: Do not pay for any services to a vendor directly. If a service is paid for directly to a vendor, we will be unable to reimburse you. Examples of services include: guest speaker, venue rental, catering, DJ, etc..

*For questions or assistance on the transaction process please contact
Dana Franklin | dfranklin@csusb.edu 909-537-3979*