



## UNIVERSITY CLUB FINANCIAL TRANSACTION REQUEST FORM

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

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

TRANSACTION TYPE	DESCRIPTION OF PURCHASE	AMOUNT
CREDIT CARD (OSLE OFFICE-ONLINE ORDERING ONLY)		
CHECK REQUEST / PURCHASE ORDER (GUEST SPEAKERS, DJs, CATERING, RENTALS)		
CHARGEBACK (ON CAMPUS SERVICES: PRINTING, SPECIAL EVENTS)		
CHECK REIMBURSEMENTS (REQUIRES PRE-APPROVAL \$250 MAXIMUM)		

**Chartfield String:**

Account <b>660901</b>	Fund <b>ST ___</b>	Dept ID <b>B0535</b>	Program <b>NONE</b>	Class <b>NONE</b>	Proj./Grant <b>NONE</b>
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<b>Club Officer 1</b> <small>(on Trust Fund Fact Sheet)</small>	Print Name: _____	Position: _____
	Signature: _____	Date: _____
<b>Club Officer 2</b> <small>(on Trust Fund Fact Sheet)</small>	Print Name: _____	Position: _____
	Signature: _____	Date: _____

<b>Club Advisor:</b> (only required if request is over \$500)	Signature: _____	Date: _____
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**ADMIN USE**

<b>OSLE Designee:</b> (only required if request is over \$100)	Signature: _____	Date: _____
<b>Finance and Administrative Coordinator:</b>	Signature: _____	Date: _____

# 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](mailto: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. **Credit Card:** Upload original invoice/order from vendor and link to website. May need to schedule a meeting with OSLE to process transaction.
2. **Check Request/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 4 weeks to process.
3. **Chargeback:** Printing Services, Special Events room rental fees, Parking Services- Contact Dana Franklin | [dfranklin@csusb.edu](mailto:dfranklin@csusb.edu) (909) 537-3979 for account codes
4. **Check Reimbursement: STOP.** Requires pre-approval from OSLE. For supplies only no services. MAXIMUM is \$250. 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.)

**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 expense is over \$500)

## For OSLE and FAC Signatures and Processing Upload Completed Form to Coyote Connection

1. Visit [www.csusb.edu/student-leadership-engagement/student-clubs-organizations/manage-your-organization/club](http://www.csusb.edu/student-leadership-engagement/student-clubs-organizations/manage-your-organization/club)
2. Select the University Club Financial Transaction Request Form
3. Complete the Google form
4. Upload University Club Financial Transaction Request PDF Form and all required supporting documentation

***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](mailto:dfranklin@csusb.edu) 909-537-3979*