



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 / PURCHASE ORDER / CHARGEBACK 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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** Upload form to [Coyote Connection](#) for processing**

University Club Financial Transaction Request Form

Instructions: 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: For services such as guest speakers, securing an off-campus venue, and Chargebacks (CSUSB receipts, printing, event scheduling)**
Contact Dana Franklin | dfranklin@csusb.edu (909) 537-3979
2. **Cash Advance: Temporarily Suspended** (Normally a \$500 maximum) Provide a 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: 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, address, items ordered, amount etc.)
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 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. 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, catering, DJ, etc..

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