

**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 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 \$1000 MAX NON FOOD / \$250 FOOD		

Chartfield String:

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

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: _____
---	------------------	-------------

ADMIN USE

OSLE Designee: (only required if request is over \$100)	Signature: _____	Date: _____
Finance and Administrative Coordinator:	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)
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 (909) 537-3979 for account codes
4. **Check Reimbursement: STOP.** Requires pre-approval from OSLE. For supplies only no services- \$1000 maximum for non food items and \$250 maximum for food items. 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 over \$500)

For OSLE 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
6. Upload 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 909-537-3979*