



The University Corporation
Research, Investments and Commercial Services
California State University, Northridge

Procedure Number: AC012

Date: February 9, 2004

Revised: June 18, 2012


John Griffin, Chief Financial Officer

Title: Use of the Incomplete Information form for items sent to TUC for processing that have to be returned for additional information.

Statement:

This procedure is established to document the process whereby paperwork that is received by TUC that is incomplete and cannot be processed will be returned to the sender with an Incomplete Information form attached. Both accounting and sponsored programs personnel will utilize this form.

Purpose:

To provide TUC with a common form to communicate with the campus community and internally any items that prevent the processing of documents such as a purchase order, check request or payroll timesheet, etc.

Procedure

1. Accounting or Sponsored program personnel identify missing information in their review of the documents to be processed.
2. The Incomplete Information form is completed and attached to the packet to be returned for corrections.




The University Corporation

Research, Investments and Commercial Services
California State University, Northridge

DATE:

TO:

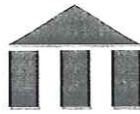
FROM: 
Teresa Loren
Accounting Manager

The attached paperwork is being returned for the following reason(s). Please provide the requested information as soon as possible so that we may continue the appropriate processing effort. Thank you for your prompt assistance.

1. Paid receipts or copy of cancelled check front and back.
2. "Purchase Order" is closed-Please submit a "Check Request"
3. State invoice is required.
4. Check request for \$ _____. Invoice amount exceeds "Purchase Order"
5. Have contractor read and initial highlighted section on the attached minor contract.
6. "Request for Independent Contract" as invoice is over \$500.00.
7. Original receipts. (We do not except FAXES or copies)
8. Original invoice or signed "Certification of Expenditures"
9. List of people and purpose of meeting or activity.
10. Account Number and/or project I.D.
11. Internet purchases must be accompanied by packing slips and proof of payment (Copy of credit card/bank statement)
12. Principal Investigators must have their personal reimbursements approved by the Dean, the Chair or the MAR.
13. Other _____

If you need further assistance please call Maryann Camarillo at ext. 3061.

18111 Nordhoff Street
Northridge, California 91330-8309
Tel: (818) 677-5298 Fax: (818) 677-2671




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If you need further assistance please call Stacey Lord at ext. 7289.

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