




Procedure Number: CO007a

Original Date: February 1, 2012

Reviewed: June 18, 2012

  
John Griffin, Chief Financial Officer

**Title:** Procedure for taking payments and separation of duties regarding the CSUN meal plan, effective beginning the receipt of fiscal year 12-13 applications.

**Statement**

As of February 1, 2012, when fiscal year 12-13 meal plan applications were available on the Housing Licensing Portal, all initial payments was made online through the Housing Licensing Website and available to view on the Student Portal. All subsequent meal plan installments are made on the Student Portal or in Cash Services.