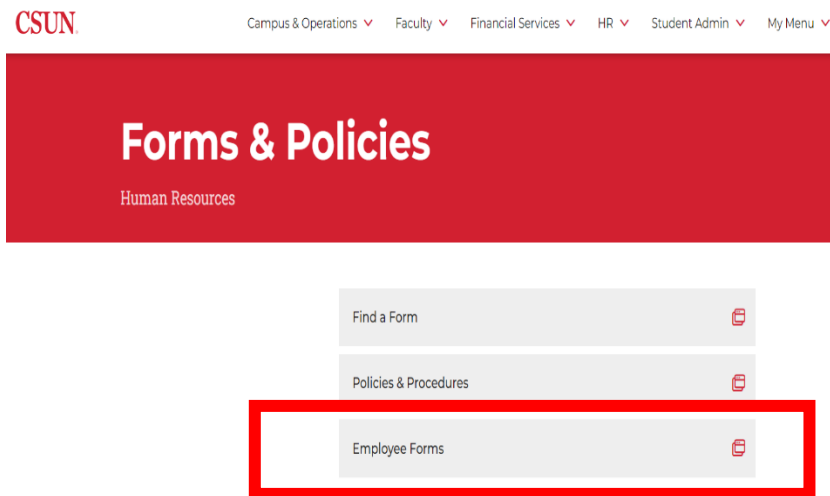


You can now submit your reimbursement requests via TUC Electronic Check Request form through the CSUN portal. Using this system, TUC will be able to track payment requests in real time and provide updates on the status of your payment requests. This system does not cover expenses to payroll, travel, or purchase orders, and only applies to reimbursements using check request paper form.



Log in to [CSUN Portal](#). Please ensure you are in the **Employee Homescreen**. Once logged in, go to HR -> Forms & Policies -> Employee Forms. Click on **TUC Check Request Form**.

**WARNING!** If the form is plain white, please clear your browsing history and try to log in the portal again to access the form.

*Please refer to the screenshot on the next page for the instructions below. Please remember, **ONE REQUEST PER PAYEE** and kindly use **Chrome or Firefox** as your browser.*

<b>1. Payee</b>	<ul style="list-style-type: none"> <li>• Payee is a person whom money is paid, or is to be paid.</li> <li>• Enter Payee's full name and address. Date needed should be 7 business days after submission date.</li> <li>• Choose "Yes" if Payee is a Principal Investigator (PI for projects) or Fund Director (for TUC A or E funds).</li> </ul>
<b>2. Cost Allocation</b>	<ul style="list-style-type: none"> <li>• Enter chartfield combination: account, fund, department ID, project, and total amount to charge on the account/project. Add a line for each chartfield combination. There is no limit to the number of chartfield combo!</li> </ul>
<b>3. Reason for Payment</b>	<ul style="list-style-type: none"> <li>• Enter description of charges, or what are these charges for. Include amount. Add as many lines as you want!</li> </ul>
<b>4. Totals</b>	<ul style="list-style-type: none"> <li>• Cost allocation total is taken from #2 Amount, while Detailed Total Amount is from #3 Amount. These two values must match.</li> </ul>
<b>5. Supporting Documents</b>	<ul style="list-style-type: none"> <li>• Attach supporting documents, such as receipts, invoices, etc.</li> </ul>
<b>6. Payment Authorization/ Payment Instructions</b>	<ul style="list-style-type: none"> <li>• How does the payee want to get the payment?</li> </ul>
<b>7. Submitter Information/Submit</b>	<ul style="list-style-type: none"> <li>• When you are done, click "Submit". The submitter will receive an email of their request. The website will redirect you to a confirmation page when the request is successfully submitted.</li> </ul>

# Check Request Form

## Check Request

TUC Check Request Status  
NEW REQUEST

## Instructions

1. Complete payment request form to include all detailed information. Please do not include any information in the form that is considered a [confidential data level](#).
2. Attach required supporting documentation (maximum file size 5 MB). Please refer to the [TUC Policy Library](#).
3. A copy of the payment request will be sent to the requester via electronic mail after submission.
4. Please contact Accounts Payable at ext. 7298, or the main TUC line at ext. 5298, if you have any questions.

## 1. Payee

Payee Name\*

Date Needed

Payee Address\*

Is the payee of this request also the lead PI or the Fund Director? \*

Yes  No

## 2. Cost Allocation

Account\*

Fund\*

Dept. ID\*

Project ID

Amount\*

Add

Remove

## 3. Reason For Payment

Reason For Payment\*

Amount\*

Add

Remove

## 4. Totals

Cost Allocation Total

Detailed Total Amount

Grand Total

Grand Total

## 5. Supporting Documents

Please attach any support documents related to this Check Request.

Attach Check Request Supporting Documents

## 6. Payment Authorization/Payment Instructions

Payment Type

- Check will be picked up at The University Office
- Mail check to payee
- Mail check to the following mail drop on campus

## 7. Submitter Information

Submitter CSUN ID

Submitter Full Name

Submitter Email

Submitter Extension

Submit Date

Submitter Email

Submit