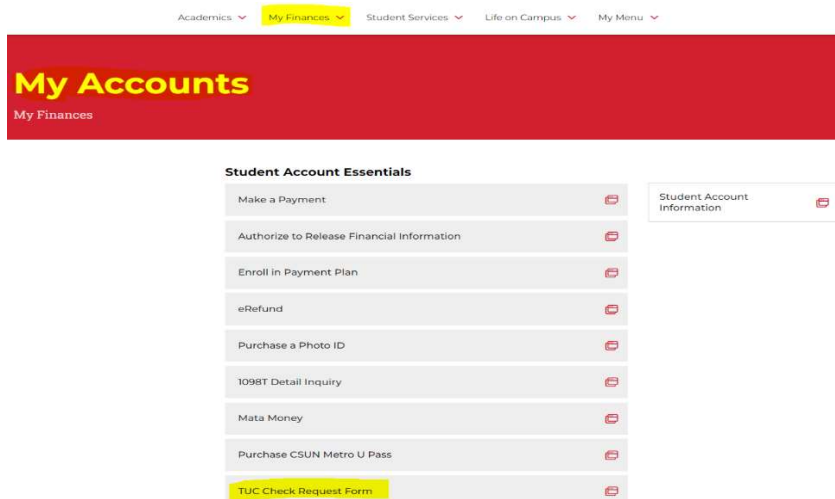


TUC Electronic Check Request Form

Student Submitter's Guide

Students can now submit payment requests for any TUC fund via TUC Electronic Check Request form through the CSUN portal. 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](#). Go to My Finances at the top of the page, then My Accounts. Click **TUC Check Request Form** under **Student Account Essentials**.

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.*

1. Payee	<ul style="list-style-type: none"> Payee is a person whom money is paid, or is to be paid. Enter Payee's full name and address. Date needed should be 7 business days after submission date.
2. Cost Allocation	<ul style="list-style-type: none"> 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!
3. Reason for Payment	<ul style="list-style-type: none"> Enter description of charges, or what are these charges for. Include amount. Add as many lines as you want!
4. Totals	<ul style="list-style-type: none"> Cost allocation total is taken from #2 Amount, while Detailed Total Amount is from #3 Amount. These two values must match.
5. Supporting Documents	<ul style="list-style-type: none"> Attach supporting documents, such as receipts, invoices, etc.
6. Payment Authorization/ Payment Instructions	<ul style="list-style-type: none"> How does the payee want to receive the payment?
7. Submitter Information/Submit	<ul style="list-style-type: none"> 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.

Please reach out to the Principal Investigator, faculty, or administrator if you have any questions about your payment request. Questions regarding the system? Please contact The University Corporation at 818-677-5298.

Check Request Form

Check Request

TUC Check Request Status
NEW REQUEST

Instructions

- 1. Complete payment request form to include all needed information. Please do not include any information in the form that is considered a [protected data field](#).
- 2. Attach required supporting documentation (maximum file size is 20MB). Please refer to the [TUC Publishing Policy](#).
- 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. 7398, or the main TUC line at ext. 5398, 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 *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Reason For Payment

Reason For Payment *

Amount *

4. Totals

Cost Allocation Total

Detailed Total Amount

Grand Total

5. Supporting Documents

Please attach any support documents related to this Check Request.

Also 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 <input type="text"/>	Submitter Full Name <input type="text"/>	Submitter Email <input type="text"/>
Submitter Extension <input type="text"/>	Submitter Email <input type="text"/>	
Submitter Date <input type="text"/>		

Submit