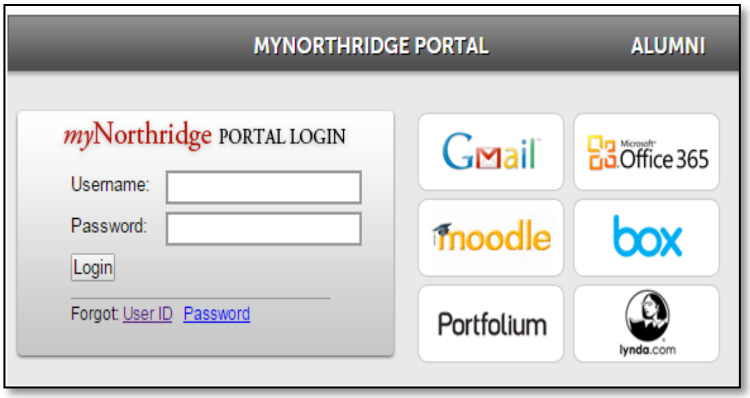
TUC Electronic Check Request Form

Submitter's Guide

You can now submit your reimbursement requests via TUC Electronic Check Request form through the myNorthridge 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, and purchase order procedures, and only applies to reimbursements using check request paper form.



Log in to myNorthrirdge Portal. Once logged in, locate **The University Corporation** pagelet and click on the **TUC Check Request Form** link.

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	• 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. • Choose "Yes" if Payee is a Principal Investigator (PI for projects) or Fund Director (for TUC A or E funds).
2. Cost Allocation	• 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	• Enter description of charges, or what are these charges for. Include amount. Add as many lines as you want!
4. Totals	• Cost allocation total is taken from #2 Amount, while Detailed Total Amount is from #3 Amount. These two values must match.
5. Supporting Documents	• Attach supporting documents, such as receipts, invoices, etc.
6. Payment Authorization/ Payment Instructions	• How do you want to get your payment? Will you be mailing the check, or picking it up for TUC office.
7. Submitter Information/Submit	• When you are done, click "Submit". The submit will receive an email of their request. The website will redirect you to a confirmation page when the request is successfully submitted.

Questions? Please visit https://www.csun.edu/sponsoredprograms/reimbursements, or 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 detailed information. Please do not include any information in the form that is considered a protected data level 1.
2. Attach required supporting documentation (maximum file size is 25MB). Please refer to the TUC Purchasing Policy.
3. A copy of the payment request will be sent to the requestor via electronic mail after submission.
4. Please contact Accounts Payable at ext. 7289, or the main TUC line at ext. 5298, if you have any questions.

1

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

2. Cost Allocation

Add

Account *	Fund *	Dept ID *	Project ID	Amount *	
					Remove

3

3. Reason For Payment

Add

Reason For Payment *
Amount *
Remove

4

4. Totals

Cost Allocation Total
Detailed Total Amount
Grand Total

5

5. Supporting Documents

Please attach any support documents related to this Check Request.

Attach Check Request Supporting Documents

6

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

7. Submitter Information

Submitter CSUN ID
Submitter Full Name
Grace Slavik
Submitter Email
GRACE.SLAVIK@CSUN.EDU
Submitter Extension
Submit Date
01/17/2020

Submit