



FOUNDATION CREDIT CARD PROGRAM

California State University, Northridge Foundation offers a credit card program for colleges and programs for which philanthropic monies are utilized on a regular basis and the option of the use of a credit card would greatly assist in the services provided by the college and/or program. In order to differentiate the Foundation's program from that of the University's credit card program, the program will be referred to as the Foundation Credit Card Program or Foundation Card, for short.

The program is administered by the Foundation Chief Financial Officer with day-to-day support from the accounting team. Questions regarding the program can be addressed to any of these individuals:

Ira N. Unterman	ira.unterman@csun.edu	(818) 677-3025
Eddie Alvarez	eddie.alvarez@csun.edu	(818) 677-4380
Foundation Main Line	foundation@csun.edu	(818) 677-4657

All credit cards have a mailing address of: 18111 Nordhoff Street – Valera Hall 110
Northridge, CA 91330-8296

For University Employees, U.S. Bank has been given your University phone number and your University e-mail address (first.last@csun.edu).

For Student Project Leaders, U.S. Bank has been given your cell phone provided at the inception of the project and your University e-mail address (first.last.***@my.csun.edu).

U.S. Bank does not have the cardholder's social security number or birthdate. Cardholders should not provide this information to U.S. Bank, if asked.

This document as well as other procedures and guidelines related to the CSUN Foundation can be found on our website: <https://www.csun.edu/foundation/procedures-and-guidelines>

1. Eligibility

In order to be eligible for a California State University, Northridge Foundation (CSUN Foundation) Foundation Card, the requestor must be employed by the University or a recognized auxiliary as a full-time staff member and demonstrate a need for a card as supported by both the requestor's appropriate administrator/manager and the Foundation. Eligible staff will need to submit appropriate information to Foundation once eligibility has been confirmed and approved.

2. Program Information

The Foundation Card is designed to provide a simplified method for cardholders to procure small dollar purchases of authorized goods or supplies. Use of the Foundation Card reduces the traditional paper and labor-intensive procurement process for these types of purchases. CSU Chancellor's Executive Order No. 760 establishes minimum standards for the use of the Foundation Card to ensure appropriate safeguards are in place.

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3. Authorized Use

All purchases made with the Foundation Card must be made in accordance with established CSUN Foundation policy to ensure that only bona fide expenses in support of the University's mission are charged to the card. Under no circumstances may the card be used for personal purchases.

4. Allowable Expenditures

Expenditures shall comply with the policies and procedures of the California State University, California State University, Northridge, and the Foundation. Users acknowledge their responsibility to review and understand these policies and procedures as found on the CSU website (www.calstate.edu), the University website (www.csun.edu), and the Foundation's (www.csun.edu/foundation). Expenditures may fall in the following categories:

- Office Supplies and related goods to perform prescribed responsibilities (all shipments should be sent to the University).
- Gifts, awards, and promotional items, in accordance with the University's Hospitality Policy. Available at [University Policies & Procedures | California State University, Northridge \(csun.edu\)](http://University Policies & Procedures | California State University, Northridge (csun.edu)).
- Gift cards may be purchased under the guidelines available on the Foundation's website, which includes tracking their usage from purchase through distribution.
- Travel and associated conference fees – provided appropriate approval has been received as required under CSU and CSUN policies. CSUN Foundation utilizes the same policies and procedures as CSUN for travel. **Preauthorization is required for all travel.** Travel by students must also follow University policies. *Foundation Credit Card can be utilized for AB 1887 (Banned States) Travel with proper pre-authorization.*
- Dues, memberships and subscriptions providing continuing contact with key organizations
- Meals and refreshments, including alcoholic beverages, for visitors and other official guests of CSUN. *Compliance with the Hospitality Policy and Request for Alcohol Use Policy is required.* The Foundation will reimburse reasonable and customary gratuities (generally up to 20% of the total bill).
- Registration fees related to student projects, including festival
- Equipment rentals
- Community relations, lectures, conferences, special events, and public reports
- Publications
- Photography
- Electronic media
- Advertising and Marketing
- Exhibits and displays
- Sponsorships
- Such other germane public relations work as allowed under the Foundation's policies regarding public relations.
- For Student Projects, the purchase of supplies, props, and food for filming days are all appropriate expenditures for which the Foundation Credit Card can be used.

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5. Prohibited Expenditures

The Foundation Card may not be used for the following:

- **CSUN Foundation – a fund transfer form is required**
- Payments for services provided by the **University**, such as Reprographics and Quick Copies. These payments must be handled via chargebacks.
- Payments for facility rentals and associated costs with the **University Student Union**. A check request should be submitted with the final invoice.
- **All services** – an individual or business who provides a service cannot be paid with the Foundation Credit Card due to tax reporting requirements. This includes payments through PayPal, Zelle, or Venmo for services.
- Tobacco Products
- Cash advances, money orders, wire transfers, or other cash equivalent items
- Personal purchases (including personal expenses when on a business trip)
- Meals while on authorized travel, except with official University guests pursuant to the University's Hospitality Policy
- Physical Plant Services (installed carpet, cleaning, painting, among others)
- Hazardous materials and firearms
- Leases and maintenance agreements
- Purchases and facility rentals requiring a contract with an authorized signature
- Narcotics/controlled substances
- Fines, late fees, penalties, interest and finance charges
- Costco, Sam's Club, Amazon Prime memberships, or other similar personal memberships
- Splitting purchases to circumvent the transaction limits (Note: A split purchase is defined as one item, or set of items sold as a set, that has been split by the merchant to look like two separate purchases.)
- Computer-related items – see Restricted Expenditures
- Unapproved State travel expenses (an issued travel authorization number is required before a purchase is made)
- Purchases which result in a conflict of interest for the user resulting in personal gain or violate CSU policies and procedures

The Foundation Card may not be used to pay for parking citations and other campus services. Those expenditures must be paid by check request.

6. Restricted Expenditures

Cardholders should not utilize the Foundation Credit Card for purchases of University services without prior authorization, i.e., reprographics, Quick Copies, among others. **The Foundation Credit Card, however, may be utilized to purchase a CSUN single day parking permit for an official guest of the University coming to the campus for an appropriate business purpose.**

Catering services provided by Chartwells should be paid by Foundation Check Request given the University's Hospitality Policy and the inclusion of labor charges.

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Restricted Expenditures (continued)

Facility Rentals – prior authorization is required from CSUN Foundation when a facility is being rented. This includes those facilities which utilize websites to collect payments. The restriction is required given tax legislation, which requires reporting on facility rentals.

Equipment Purchases:

Furniture and Equipment purchases may be completed with the Foundation Credit Card within the asset management guidelines. Equipment and furniture in excess of \$2,000 will have to be inventoried by the University's Asset Management Department.

Cardholders may use their Foundation Card to purchase laptops, desktop computer systems, and tablets only in small increments (no more than three per order). Orders for more than three computers should be processed by requisition through the Foundation.

Laptops, desktop computers, and tablet PCs can only be purchased through CSUN-identified vendors and must be shipped to the Foundation's office for appropriate asset management accounting. The computers will be delivered to the University's Information Technology Department for inventory and tracking purposes. Once initial set-up is completed, Information Technology will work with the cardholder for delivery and implementation.

Purchases of other system types (e.g., servers, PDA, among others) and network hardware (e.g., router, wireless equipment, Ethernet hub/board, among others) must be requisitioned through the Foundation. The Foundation Card should not be used for these types of purchases.

This is to ensure campus-wide compatibility of computer related purchases with IT requirements, current IT equipment, and the proper identification of the IT items as an asset.

A laptop is defined by this policy as any computer identified as a laptop, notebook, or netbook. A tablet is defined by this policy as any item identified as an iPad, Microsoft Surface, or any similar electronic device identified as a tablet.

Adherence to the University's Accessible Technology Initiative (ATI) is required. A copy of the approved forms must accompany the reconciliation packet in which the purchase was made.

The following items are considered discretionary purchases for which the Foundation Card may be used with appropriate ATI approval:

Computer Devices/Storage

- Mouse, keyboard, trackball, graphics pad, computer microphone
- Digital Camera
- Disks
- Flash Drives
- Blank CD/DVD R/RW

Media Equipment

- Television

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- Video monitor
- VCR/DVD player
- Overhead projector
- Slide projector
- Tape recorder
- Audio equipment, including mixer, amplifier or receiver
- Microphone
- Camcorder/video camera
- Compact disc player
- Speakers

Software site licenses and renewals

7. Cardholder Responsibilities

A. Cardholder

Ensure the Foundation Card is used in accordance with program policy and that all purchases are in compliance with CSU contract and procurement policies and procedures.

B. Security of Foundation Card

Only the identified cardholder is authorized to use the card.

C. Foundation Card Purchases

Cardholder may go to the place of business to make a purchase, call and place the order, or order via the Internet. In all cases, an itemized receipt is required. An itemized receipt includes the following:

- Description of the items purchased
- Quantity purchased
- Price per item/unit
- Amount of sales tax and total amount
- Shipping charges, if applicable
- Name of vendor
- Payment by credit card

For meal purchases, an itemized receipt from the restaurant with the items ordered is required along with the name of the restaurant and the date. The credit card receipt showing the final total including gratuity must also be submitted (Attachment A).

If the cardholder has lost receipts and a duplicate copy cannot be obtained from the vendor, then complete the Lost/Missing Receipt Verification Form available on the Foundation's website (Attachment B). ***Excessive instances of lost receipts (more than five in a three-month period) may result in the suspension of the Foundation Card.*** All receipts must be kept and attached to the check request form as support. This form requires the signature of both the cardholder and the supervisor.

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D. Sales or 'Use Tax'

CSUN Foundation is required to pay California sales tax on all tangible goods received, including goods shipped from vendors outside California who do not charge sales tax. As is the case with all purchase orders, California 'use tax' will be accrued on all Foundation Card purchases from out-of-state vendors. Therefore, if you receive goods from a vendor outside of California, 'use tax', an amount equal to the current sales tax rate, will be accrued by the Foundation as a separate expense and charged to the Foundation account. If you receive goods from a California vendor and they do not include sales tax on their invoice, you should contact the vendor and advise them that CSUN Foundation is subject to sales tax and ask them to provide an invoice for the difference.

E. Fraudulent Charges

The cardholder is responsible for reporting disputed charges to the bank by calling the number listed on the statement or on the card itself (800/344-5696). The cardholder must also alert CSUN Foundation of the disputed charge(s) and forward a copy of all paperwork immediately. It is the responsibility of the cardholder to resolve disputed charges directly with the bank. Any difficulties should be communicated to CSUN Foundation in a timely manner.

8. Reconciliation

The Foundation's credit card billing cycle generally runs from the 26th of the month (cycle start date) until the 25th of the following month (cycle end date). Upon receipt of the monthly bill, the Foundation will forward via e-mail a list of the charges and credits for the billing cycle. The cardholder should review the list and inform the Foundation of any questionable charges or credits immediately. **A reconciliation of the statement and all supporting documentation must be submitted by the 10th of the following month.**

A sample reconciliation packet is available on the Foundation's website.

The cardholder is responsible for reviewing the transactions for accuracy, reconciling them against the vendor receipts, and completing the check request form. A sample check request form completed for a Foundation Card reconciliation is attached (Attachment C). **Please note both the cardholder and the approving official must sign the form.** An Microsoft Excel template for the allocation of monthly charges is also available electronically from CSUN Foundation (Attachment D).

Since the Foundation Card represents an official delegation of purchasing authority, cardholders and approving officials have fiduciary responsibility to ensure that all University policies and procedures have been followed. The cardholder's signature on the check request indicates their review and personal testimony to the following:

- All purchases have been reviewed and reconciled
- An itemized receipt supports all purchases or, if a receipt is not available, an explanation is provided detailing the items purchased (see sample on Page 10)
- All purchases are within the authorized budget of the account being charged

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- Disputed items have been communicated to the bank via the cardholder dispute process and a copy of all information sent to the bank is attached to the packet. It is the cardholder's responsibility to ensure that these issues are resolved and that credits are posted to the account as appropriate
- All travel expenditures are appropriate and have been incurred in connection with officially approved University business travel
- All purchases have been made on behalf of the department, support department operations, have been received in the department, and have been put to use by department staff
- No personal purchases have been made. If personal or disallowed purchases were made in error, reimbursement has been made to the Foundation account before submittal of the packet
- All purchases comply with all University policies and procedures, including Foundation Card policies and procedures
- Applicable Hospitality Forms and Request for Alcohol Use Forms have been completed and appropriate signatures obtained.

Approving Official's Role and Responsibilities

The approving official is the administrator who supervises the cardholder or has been delegated the authority to certify that the purchases are appropriate. In Academic Affairs, there are two approving officials – the direct supervisor and the College's Director of Finance and Operations. The approving official is responsible for the following:

- Review and approve all charges
- Ensure that all purchases are appropriate
- All purchases are within the authorized purpose of the account being charged
- Ensure that no prohibited items have been purchased
- Ensure that the purchase of any restricted item has been properly justified and documented
- Ensure that proper documentation is attached to the monthly check request
- Certify that all purchases are to be, or have been used exclusively for official University business
- Confirm availability of funds committed
- Sign the check request form and forward it with attached documents to the CSUN Foundation by the tenth of the following month (twenty days after closing date).
- All travel expenditures are appropriate according to University travel policies and procedures and have been incurred in connection with officially approved University business travel
- No personal purchases have been made or if personal or disallowed purchases were made in error, reimbursement has been made to the State account before submittal of the packet
- Retrieve Foundation Card from cardholders who are separating from the department and return those cards to the CSUN Foundation
- All purchases comply with all University policies and procedures, including Foundation Card policies and procedures

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- Applicable Hospitality Forms and Request for Alcohol Use Forms have been completed and appropriate signatures obtained.

Approving officials are responsible for what the cardholder has purchased once they sign the check request unless corrective actions have been made and that action is noted in the monthly packet. Please carefully review to ensure all charges comply with Foundation Card policies before signing the document.

CSUN Foundation utilizes Adobe Sign, and it is expected the Credit Card Reconciliations will be routed appropriately through this mechanism. The packet circulated for signatures should be in PDF format and include the itemized receipts, travel authorization, approved hospitality form, and required lists of attendees. The routing within Adobe Sign will look like this:

Recipients*

Complete in Order Complete in Any Order

1		Cardholder
2		Direct Supervisor
3		Division/College Finance Manager
4		Foundation CFO
5		Foundation Accounting - Acceptor

All signatures must be dated using the Adobe Sign feature under “**Signer Info Date.**”

For cards issued within the Division of Academic Affairs, two signatures are always required.

For archival purposes, the coding should be CCREC (CARDHOLDER’S NAME) (YEAR-MONTH)
For example: **CCREC UNTERMAN 2023-03**

CSUN Foundation will route reconciliation packets for student cardholders upon receipt of their packets via e-mail.

Failure to submit the packet in a timely manner may result in the suspension or revocation of the Foundation Card from the individual.

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9. Foundation Card Policy Violations

A. Enforcement of Foundation Card Policies

Pursuant to Executive Order No. 760, the Foundation is responsible for conducting post-audits of Foundation Card purchases to ensure compliance with Foundation Card policies and procedures. Failure to comply with these policies may result in suspension or revocation of the card.

I. **Unauthorized Purchases or Failure to Abide to Foundation Card Policy**

The following violations will result in immediate suspension of the Foundation Card for 30 days:

- Personal purchase without immediate reimbursement
- Authorizing use of the Foundation Card by a person other than the cardholder
- Use of the Foundation Card to commit or facilitate an act that is in violation of state or federal law

The Foundation Card will be suspended for 30 days after a cardholder commits three violations within a six-month period of one or more of the following:

- Purchasing prohibited item(s)
- Failing to submit an approved Hospitality Form
- Failing to submit a travel authorization form

Failure to comply with any Foundation Card policies and procedures, including submission of any required documents, may result in suspension of the card for 30 days.

II. **Late Submittal of Foundation Card Packet**

The Foundation Card packet for a billing cycle is due by the tenth of the following month. The Foundation will notify the cardholder and approving official when a packet is late. A seven-day grace period will be granted upon notification by the cardholder and approving official. Only one grace period will be allowed in a six-month period. Failure to submit a timely reconciliation two out of six months will result in a suspension of card privileges. When a packet has been outstanding for over 30 days, the card will be suspended.

The suspension will remain in place until all outstanding packets are received and any or all issues have been resolved.

III. **Revocation of Foundation Card**

After having a Foundation Card suspended three times, the card may be revoked. When a Foundation Card is revoked, the cardholder, approving official, and division head (or designee) will be notified *in writing*. The cardholder may appeal the revocation to the Foundation's Chief Financial Officer. All appeals must be *in writing* and submitted within two weeks of notification. The Foundation reserves the right to revoke any card for any policy and procedure violation without notice to the cardholder or the approving official.

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10. Foundation Card Processes

A. New Cardholders

New cardholders must submit their campus identification number to initiate the acquisition of a Foundation card. All cardholders must review and sign the Foundation Card Program document prior to the card's issuance. All new cardholders must attend a mandatory training session before their card is released at which the program is reviewed.

B. Replacement of Foundation Cards:

i. Reporting a Foundation Card as Lost/Stolen

The cardholder will immediately contact the bank (800) 344-5696 and notify CSUN Foundation. When a card is reported lost or stolen, the bank will issue a new card automatically.

ii. Replacement of Worn Out/Defective Cards

If a Foundation Card needs to be replaced because it is worn out or defective, an email from the cardholder requesting the replacement must be submitted. The worn card needs to be returned when the replacement card is picked up.

iii. Separation/Change of Cardholder's Position

When a cardholder separates from the University or changes departments, the Foundation Card must be returned to CSUN Foundation. The approving official is responsible for this function.

C. Spending Limits

The credit limit on your credit limit has been determined through consultation between your supervisor, your Division Vice President, and the Foundation Chief Financial Officer. Requests for increases in your credit limit should be made by e-mail to your supervisor with a copy to your Division or College Finance Manager. Their approval should be forwarded to the Foundation CFO for final review and update.

D. Name or Telephone Number Changes

A change to the cardholder's last name or telephone number may be requested by an e-mail from the cardholder or approving official.

E. Canceling a Foundation Card

A Foundation Card may be cancelled by an email sent from the cardholder, approving official, division head, or their designee to the CSUN Foundation. The canceled Foundation Card must be destroyed and forwarded to the CSUN Foundation in a sealed envelope. The approving official is responsible to ensure that all documents are submitted, including any outstanding monthly Foundation Card packets or other documents.

ITEMIZED RECEIPTS

An itemized receipt shows the following information

- A. business name
- B. date
- C. Item(s) purchased
- D. price of each item
- E. total amount of bill
- F. method of payment

Sometimes you will need two (2) receipts to show all of the necessary information – one to show what was purchased and one to show how it was paid.

Name, title, and relationship of guests should be notated.

EMLES RESTAURANT
9250 RESEDA BLVD 1
NORTHRIDGE, CA 91324
8187722203

Join our list www.EmlsRestaurant.com

ORDER: Table 37

Cashier: Mike
07-Mar-2016 1:11:54P

1	Greek Omelet	\$13.49
	Fresh Fruit \$0.00	
	Banana Bread \$0.00	
1	Bacon Burger	\$11.99
	Fries \$0.00	

Subtotal	\$25.48
Tax	\$2.29
Total	\$27.77

Order H00ZAP56EF35Y

Breakfast, Lunch, Dinner, Dine-in, Take-out,
Delivery, Catering

Joseph Matador
Vice President
Wells Fargo

EMLES RESTAURANT
9250 RESEDA BLVD 1
NORTHRIDGE, CA 91324
8187722203

Join our list www.EmlsRestaurant.com

ORDER: Table 37

Cashier: Mike
07-Mar-2016 1:11:54P

Transaction 000009

Subtotal	\$25.48
Tax	\$2.29
Total	\$27.77
CREDIT CARD AUTH	\$27.77
MASTERCARD 0446	

Tip	4.53
Total	\$32.30

Retain this copy for statement validation

Station: station 2

07-Mar-2016 1:56:47P

\$27.77 | Method: SWIPED
MASTERCARD XXXXXXXXXXXXX0446

Ref #: 606700058406 | Auth #: 09433P

MID: 372338184883

AthNtwkNm: MASTERCARD

SIGNATURE VERIFIED

Order H00ZAP56EF35Y

HARBOR FREIGHT TOOLS

Quality Tools at Ridiculously Low Prices

WOODLAND HILLS CA #00217
 22912 VICTORY BLVD.
 WOODLAND HILLS, CA 91367
 Telephone: (818) 888-4011

SALE

Customer Name: TRUNG TRAN
 Customer Number: 999000008411

20% OFF SINGLE ITEM

64645 Black Magnt Paper Towel H \$9.59

Original Price: \$11.99

Coupon Discount 20.0% Off: (\$2.40)

Coupon Number: 23966380

64645 Black Magnt Paper Towel H \$35.97

3 @ \$11.99 = \$35.97

67068 SUPER WIDE STEEL DUST PAN \$9.99

Subtotal \$55.55

Sales Tax 9.500% \$5.28

Total \$60.83

Additional Savings \$2.40

Visa \$60.83

Card No. XXXXXXXXXXXX4298

Expiration Date XX/XX

Auth. No. 091049

VISA CREDIT

Chip Read

Signature Verified

Mode: Issuer

AID: A0000000031010

TVR: 0000008000

IAD: 06011203603002

TSI: E800

ARC: 00

Please Retain for Your Records

Store: 00217 Res: 04 Tran: 329104

Date: 10/30/2020 7:00:21 PM Assoc: XXXXXX

Ticket: 04329104

Item(s) Sold: 5

Item(s) Returned: 0

**Each invoice should clearly show
 what was purchased and reflect that
 payment was made.**



Details for Order #111-0774836-9925805

[Print this page for your records.](#)

Order Placed: November 2, 2020
Amazon.com order number: 111-0774836-9925805
Order Total: \$164.22

Shipping now

Items Ordered

Price

3 of: *HRB 4S Lipo Battery 14.8v lipo 5000mAh 50C-100C RC Lipo Battery with XT90 Plug* \$49.99
for Traxxas Slash X-Maxx RC Buggy Truggy Crawler Monster Car , Helicopter, Airplane
Sold by: HRB POWER ([seller profile](#))

Condition: New

Shipping Address:

Max Tchen
19200 HALSTED ST
NORTHRIDGE, CA 91324-1718
United States

Shipping Speed:

One-Day Shipping

Payment information

Payment Method:

Visa | Last digits: 4298

Item(s) Subtotal: \$149.97
Shipping & Handling: \$0.00

Billing address

Max Tchen
19200 HALSTED ST
NORTHRIDGE, CA 91324-1718
United States

Total before tax: \$149.97
Estimated tax to be collected: \$14.25

Grand Total: \$164.22

To view the status of your order, return to [Order Summary](#).

[Conditions of Use](#) | [Privacy Notice](#) © 1996-2020, Amazon.com, Inc. or its affiliates

Each invoice should clearly show what was purchased and reflect that payment was made.

Missing Receipt Certification

Mail Drop: 8296
Tel: (818) 677-4657

This form **MUST** be filled out and attached to the check request form when a receipt is unavailable.

Transaction Date	Vendor & Description	Amount
01/15/2019	Lunch at Denny's Restaurant with Susan Matador	\$24.21
_____	_____	_____
_____	_____	_____
_____	_____	_____
	Total	\$24.21

For the purchase stated above, I certify I have taken all measures to obtain a duplicate receipt, the original itemized receipt is not available and I am not claiming reimbursement from any other source nor claiming this purchase as a tax deduction.

Employee Name Cardholder's Name Phone _____

Signature _____ Date _____

Supervisor:

Name Approving Official's Name Signature _____ Date _____

Check Request

University Hall 110
Mail Drop: 8296
Tel: (818) 677-4657

Date _____

PAYEE CONTACT INFORMATION

Name U.S. Bank - Foundation Credit Card
Address _____
City _____ State _____ Zip _____
Phone _____

Check should be:
 Mailed to Payee Direct Deposit
 Held for Pick-Up by Payee
Check Received on: _____ (date)
Signature: _____

PAYMENT INFORMATION

Brief Explanation of Expenditures:

Cardholder Reconciliation - Month, Year

Original receipts and invoices must accompany each check request.

Please attach the following for:

Alcohol- Copy of pre-approved Request for Use of Alcohol Form

Event Expenses- Event Proposal Submission Form

Hospitality Expenses- Copy of pre-approved Hospitality Expense Approval form and a list of attendees is required

New Vendors- Foundation Vendor Data Record form

Services Provided- Copy of pre-approved Independent Contractor forms: Hold Harmless Waiver and Employee Determination

Account: _____	Fund _____	Class _____	Project _____	Amount _____
Account: _____	Fund _____	Class _____	Project _____	Amount _____
Account: _____	Fund _____	Class _____	Project _____	Amount _____
				Total <u>\$ 0.00</u>

Contact Person for Questions:

Name _____ Ext: _____

STATEMENT OF PAYEE

I certify that this expenditure is reasonable and necessary for the University's mission and operations.

Name Cardholder Signature _____ Date _____

AUTHORIZED FUND SIGNATURES

Request over \$2,000 requires two signatures.

The expenditures are reasonable and necessary for the University's mission and operations.

Name Direct Supervisor Signature _____ Date _____

Name College/Area Finance Mgr. Signature _____ Date _____

FOR FOUNDATION USE ONLY

Vendor # _____ Voucher # _____

Foundation Approval _____ Date _____

Ira N. Unterman, Foundation CFO

CSUN Foundation

US Bank Credit Card Charges

Card Holder Name:

Month:

<u>Payee</u>	<u>Account</u>	<u>Fund</u>	<u>Class</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>