REIMBURSEMENT PROCESS FOR STUDENT PROJECTS

CSUN Foundation reimburses students directly for expenses incurred on student projects provided sufficient funds have been raised for the student project and the expenditure is appropriate. This document outlines the steps required for the reimbursement to be completed in a timely manner.

CSUN Foundation works alongside the faculty of the academic department to ensure the processes for revenue collection and expenditures follow both University and Foundation guidelines.

Students who intend to spend their own money should confirm with the student leadership of their project and/or the faculty advisor to ensure the expenditure is both appropriate and that the use of funds is accomplished in the most efficient manner.

When making the purchase, the student should make sure they get an original invoice from the retailer, or if the purchase is done on-line, an e-mail confirmation and receipt.

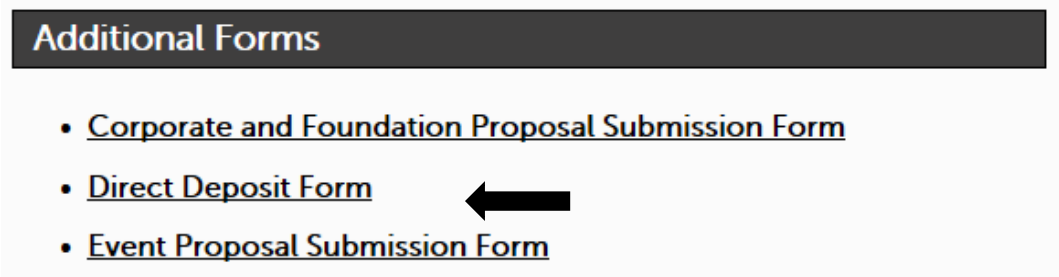
SETTING UP DIRECT DEPOSIT

CSUN Foundation strongly encourages the use of direct deposit for the reimbursement. Each student who expects a reimbursement should complete the Direct Deposit Form on-line to facilitate the timely reimbursement.

1. You will only complete this process once before your **first reimbursement**.

2. Proceed to the CSUN Foundation website: https://www.csun.edu/foundation/forms-and-policies

3. Utilize the **Direct Deposit Form** link under Additional Forms:



4. The form is completed on-line to retain the information securely. You will need the information about your bank account (name of bank, routing number (referred to as the ABA number), and your account number). Please use a blank check to obtain this information, **not** a deposit slip.

5. Once this has been submitted, it will create a vendor record within the CSUN Foundation to facilitate future reimbursements.

6. As reimbursements are processed on your behalf, you will receive an e-mail notification of the payment.

7. Please remember you only complete this process before your first reimbursement or if your bank information changes.

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REIMBURSEMENT PROCESS FOR STUDENT PROJECTS

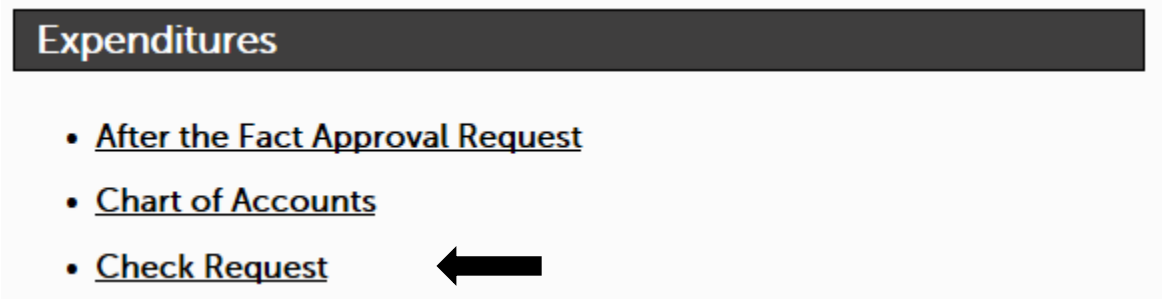
SUBMITTING FOR REIMBURSEMENT:

1. Once you have completed a pre-approved purchase, you will follow this process to receive reimbursement. ***Please remember pre-approval comes from the student leadership of the project and/or the faculty advisor.***

2. Compile the original receipts from your purchase(s) showing payment by cash, debit card, or credit card. The receipt should be itemized showing the items purchased and their cost. The receipt should also show the retailer's name and the date of the transaction (see attached samples).

3. Proceed to the CSUN Foundation website: https://www.csun.edu/foundation/forms-and-policies

4. Utilize the **Check Request** form link under Expenditures:



An Adobe PDF fillable document will open.

5. Complete the form with your information – mailing address and phone number, check the box for direct deposit, and a brief explanation of expense.

6. For the funding information, you will utilize Account 660003 (Supplies and Services) for most reimbursements. CSUN Foundation will verify this information prior to issuance of the reimbursement. Each senior project has its own fund, which can be obtained from your student leadership and/or faculty advisory. The amount of your reimbursement will be the amount from your receipt(s).

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REIMBURSEMENT PROCESS FOR STUDENT PROJECTS

Account:	660003	Fund	A????	Class		Project		Amount $ 124.21
Account:	660003	Fund	A????	Class		Project		Amount $ 22.38
Account:		Fund		Class		Project		Amount
								Total $ 146.59

Contact Person for Questions:

You can compile the receipts into a single total (if more than three original receipts) or itemize them (if less than three original receipts)

7. As the person seeking reimbursement, you will complete the Statement of Payee by typing your name in the space provided.

STATEMENT OF PAYEE

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

Name Matty Matador Signature _____ Date _____

Name of person receiving reimbursement

You will sign and date after printing.

8. Please complete the next section on behalf of your project by adding the name of your student leader (for CTVA projects, this is the project's producer; for Engineering projects, this is the student finance director) and your faculty advisor.

AUTHORIZED FUND SIGNATURES

Request over $2,000 requires two signatures.

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

Name Student Leader Signature _____ Date _____

Name Faculty Advisor Signature _____ Date _____

9. Once the information has been verified, please print the form and attach the original receipts. *A sample check request form and sample receipts can be found in this packet.*

10. As the person seeking reimbursement, sign and date the form under "Statement of Payee" (the section completed in Step #7).

11. Please keep a copy of the form and receipts.

12. Provide the original packet (signed form and original receipts) to the identified Student Leader.

<u>The Role of the Student Leader:</u>

The Student Leader (for CTVA projects, this is the project's producer; for Engineering projects, this is the student finance director) will review the packet, ensure its accuracy and completeness, make note of the expenditure in the project's records, and sign the form where indicated. The Student Leader will forward the original packet to the Faculty Advisor.

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REIMBURSEMENT PROCESS FOR STUDENT PROJECTS

The Role of the Faculty Advisor:
Your Faculty Advisor will review the packet; ensure its appropriateness, accuracy and completeness; and sign the form where indicated.

Once your Faculty Advisor has signed, the form will be given to the Academic Department office for the next steps, which include final review by the Department and/or the College. Once completed, the packet will be forwarded to the CSUN Foundation (Valera Hall 110 – Mail Drop 8296).

Timeline for Reimbursement:
CSUN Foundation disburses funds on a weekly basis. When direct deposit is utilized, which is preferred, the individual receiving the reimbursement will receive an e-mail when the funds are transferred to their bank account. Please allow at least two (2) days for the funds to appear as a deposit with a notation of CSUN Foundation. The e-mail will itemize the reimbursements for that particular deposit.

Questions regarding the Process can be addressed to the CSUN Foundation at (818) 677-4657.

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SAMPLE CHECK REQUEST

Check Request

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

Date 3/25/2021

PAYEE CONTACT INFORMATION

Name Matty Matador

Address 9304 Zelzah Avenue #350

City Northridge State CA Zip 91325

Phone (818) 905-1234

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:

Purchased props and supplies for filming "The Grey Area"

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:	660003	Fund	A????	Class		Project		**Amount**	$ 124.21
Account:	660003	Fund	A????	Class		Project		**Amount**	$ 22.38
Account:		Fund		Class		Project		**Amount**	
								Total	$ 146.59

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 Matty Matador Signature *Matty Matador* Date *03/26/21*

AUTHORIZED FUND SIGNATURES

Request over $2,000 requires two signatures.

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

Name Student Leader Signature *Student Leader* Date *03/27/21*

Name Faculty Advisor Signature *Faculty Advisor* Date *03/29/21*

FOR FOUNDATION USE ONLY

Vendor # _____ Voucher # _____

Foundation Approval _____ Date _____

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SAMPLE STORE RECEIPT

Itemized Receipt shows the retailer, the item(s) purchased, price paid for each item, the total paid, and the method of payment.

LA 18th and La Cienega - 424-361-3817
1833A LaCienega Blvd
Los Angeles, California 90035-4664
01/30/2021 04:41 PM

GROCERY
071060100 BARCEL F $7.18
2 @ $3.59 ea
NON RETAIL
004100019 TARGET BAG P $0.00
Bag Fee $0.10

SUBTOTAL	$7.28
RedCard Savings	$0.36-
TOTAL	$6.92
*9201 TARGET CARD	$6.92
AID: A0000006122222	
Target Credit	
AUTH CODE:	034893

NOTICE: Some furniture products can expose you to chemicals known to the State of California to cause cancer, birth defects or other reproductive harm. Please check on-product label for warning information

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TOTAL SAVINGS THIS TRIP
$0.36

Fee may not be refundable

REC#2-1030-3347-0161-0430-7 VCD#706-247-452

Help make your Target Run better.
Take a 2 minute survey about today's trip

informtarget.com
User ID: 7896 9665 3983
Password: 895 693

CU╔NTENOS EN ESPA╤OL

Please take this survey within 7 days

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SAMPLE AMAZON RECEIPT

amazon.com

Final Details for Order #112-4304539-7811411

Order Placed: March 11, 2021
PO number : A3023
Amazon.com order number: 112-4304539-7811411
Order Total: $12.70

Shipped on March 12, 2021

Items Ordered	Price
1 of: *Logitech C-U0007 Unifying Receiver for Mouse and Keyboard Works with Any Logitech Product That Display The Unifying Logo (Orange Star, Connects up to* Sold by: SummitLink (seller profile) Business Price Condition: New	$11.60

Shipping Address:
Ira Unterman
18111 NORDHOFF ST
UNIVERSITY HALL 110
NORTHRIDGE, CA 91330-0001
United States

Shipping Speed:
FREE Prime Delivery

Item(s) Subtotal:	$11.60
Shipping & Handling:	$0.00
Total before tax:	$11.60
Sales Tax:	$1.10
Total for This Shipment:	**$12.70**

Payment information

Payment Method:
Visa | Last digits: 1094

Billing address
Ira Unterman
18111 NORDHOFF ST
UNIVERSITY HALL 110
NORTHRIDGE, CA 91330-0001
United States

Item(s) Subtotal:	$11.60
Shipping & Handling:	$0.00
Total before tax:	$11.60
Estimated Tax:	$1.10
Grand Total:	**$12.70**

To view the status of your order, return to Order Summary .

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Itemized Receipt shows the retailer, the item(s) purchased, price paid for each item, the total paid, and the method of payment.