



# CapRadio Reimbursement Request

Supplier#: \_\_\_\_\_

*(Look-up Supplier number in CFS, Payment will not be processed until the Supplier Data Record Form has been returned to AP and entered into CFS)*

### Payee (Make check payable to)

Payee Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Authorized Reimbursement:

Account	Fund	Dept ID	Amount
<b>Grand Total</b>			

Comments/Instructions: \_\_\_\_\_  
 \_\_\_\_\_

Handling Instructions: Choose from the List \_\_\_\_\_ Please Call Ext. \_\_\_\_\_

### Department Approval

Department: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Department Contact: \_\_\_\_\_ Ext: \_\_\_\_\_

By my signature above, I certify that I am authorized to expend funds from the department listed above. I also certify that this is a legitimate expenditure for the fund specifications and I am not aware of any financial interest involving me or a family member that could present a conflict of interest.

Signature of the Budget Authority: \_\_\_\_\_  
*(Signature must be on file in Delegation of Authority list in CFS)*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Reimbursement & Payment Policy Exceptions Only – Justification Required

Reimbursement Payment Requests up to \$2,500.00 - Department Manager shall sign the Reimbursement Payment Requests  
 Reimbursement Payment Requests from \$2,501.00 to \$10,000 - General Manager shall sign the Reimbursement Payment Requests  
 Reimbursement Payment Requests over 10,000 - requires both General Manager and VP/CFO approval

Authorized Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_ Date: \_\_\_\_\_

**(For Financial Services use only)**

### Procurement Office Review, As Needed:

Buyer Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Exception to policy, as needed: REIMBURSEMENT PAYMENT REQUEST OVER \$10,000

VP/CFO Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

VOUCHER # \_\_\_\_\_

Revised Nov 2023

## What is a Reimbursement Request?

The Reimbursement Request (RR) is used for payments made directly to an individual (employee or non-employee) when a purchase order is not required per CSU Policy guidelines for Contracting & Procurement. The preferred method of payment for these types of transactions is the use of a University issued Procurement card (Procard). The University does not like for employees to be out-of-pocket for two or more weeks waiting to be reimbursed. Use of the Procard is a true cost savings for the University.

***Due to tax reporting, individuals may not pay for services and in return seek reimbursement for those services from the University.***

## What is required?

***For non-employees only*** - Completed Supplier Data Record form (204 Form) must be submitted to Accounts Payable and entered into CFS before reimbursement is processed. If you already have a Supplier number in CFS or are an employee of CSUS, this is not required.

Receipt or invoice is needed to process all reimbursement requests.

Signature of department approving official (*Navigation in CFS to verify current signers: CSU Delegation of Authority >Delegation Inquiry*) to update approving officials use the CFS Finance System Access Request form.

**All requests must have the following attached before payment will be rendered:**

**Exceptions to policy will require a progressive authority level signature and will require a written justification with a plan for future resolution.**

**Policies and violators may be subject to disciplinary action.**

- Invoice or itemized receipts showing payment has been made.
- Copy of the cancelled check for payments made by check.

## Authorized Reimbursements:

- Event Fee: Reimbursement to employee for a chair or table at an awards banquet or Gala
- Food, non-catered events: Payment greater than \$50.00 for non-catered food purchases
  - Must follow hospitality guidelines – must submit list of attendees and statement of justification
  - Alcohol may not be purchased on Fund 485 (THS, TS & M except MDR01)
- Gift Cards –Pre-approval required [http://www.csus.edu/aba/forms.html#Procurements\\_&Contracts](http://www.csus.edu/aba/forms.html#Procurements_&Contracts)
- Non-Employee travel expenses: Reimbursement for travel expenses incurred
- Membership dues/Subscriptions: Payment for magazine subscriptions and membership dues
- Registration fee for on-line classes