



Business Matters @Sac State

TOPIC: MDR01 Usage and Invoicing

DATE: May 12, 2025

TO: Campus Business Partners, Deans, Associate Deans, Department Chairs, Directors, and Managers

FROM: Sonia Diwa, Auxiliary Accounting Manager, Accounting Services

When your department uses Fund Code MDR01 (+ Class Code) to expense a purchase, the cost is initially paid by Sacramento State—not by the intended X-fund. To reconcile this, an invoice is later issued requesting reimbursement from your X-fund to Sacramento State.

This does **not** mean the expense is being paid twice. At the time the expense was recorded to MDR01, your department was not charged. Your department will only be billed once the X-fund processes payment for the Sacramento State invoice.

Please note: the original expense should be approved by an individual with **Designation of Authority (DOA) of the X-fund**, not the department's DOA.

Currently, there are numerous outstanding invoices that the Foundation owes to Sacramento State. These represent expenses that have not yet been fully accounted for. It is essential that we process and pay these invoices **before fiscal year-end**.

To request payment, the DOA of each X-fund should complete the UFSS Check Request Form, available here: [UFSS Check request](#).

If you have any questions on how to pay your invoice, please contact the Accounts Payable Team at ABA-FIN-AP-TRAVEL@csus.edu.

Thank you!