Cal State Fullerton

IRA CHECK REQUEST

Instructionally Related Activities (IRA)
Fund Administered By Associated Students Inc. CSUF

Date of Request _____

IRA Program Number _____

Name of Program _____

Payee _____ CWID (if applicable) _____

Payee Address _____

Phone _____ E-mail _____

Distribution: Mail ❑   Hold for Pickup ❑ By: _____
[Note: Checks that are not picked up within three business days will be mailed.]

Invoice Number	Account Number	Amount
	Total:	

Business Purpose Statement Required: A business purpose statement justifies how an expense is appropriate and reasonable, and how it supports and/or advances the goals and objectives of the program.

_____
_____
_____

Detailed Description of Expenses (itemize all items included in request; attach additional pages if needed):

_____
_____
_____
_____

All requests must be accompanied by scans of original receipts. Transaction receipts/credit card approvals and credit card statements will not be accepted. For assistance with completing this form, please contact the IRA Administration Office at irafunding@fullerton.edu.

I authorize that all attached itemized goods/services have been received by me on behalf of the above IRA program and were used exclusively for legitimate purposes in accordance with the University's policies and procedures. (Note: Requestor signature cannot be the same as the authorized approver signature.)

Requestor:

Print: _____

Signature: _____

Phone# _____

Authorized Approver(s): (Please include second signatures as needed. Approver is Assoc. Dean, Dean or designated MPP)

Print: _____

Signature: _____

Print: _____

Signature: _____

Return form to: IRA Administration Office | irafunding@fullerton.edu | (657) 278-7456

Office Use Only

W-9 on file   Yes ❑   No ❑

Vendor Number _____

Budget Checked By _____

Time Stamp _____

Effective Date: 03/01/2023

Authorized Signature

Verified By

_____

Approved By:

_____

Date: _____

Processed By: _____

<u>IRA Check Request</u>
All IRA check requests for payment/reimbursement must be reviewed and approved for completeness and accuracy by the IRA Program Coordinator.

Refunds/Reimbursements:
- *Effective July 1, 2023: Direct reimbursements to students is not allowable for IRA related expenses.*
- Faculty Reimbursements – Faculty reimbursements should be reviewed by the Department Chair and approved by the Associate Dean, Dean or delegated MPP for the college.
    o Review the request for accuracy, completeness, and eligibility for reimbursement.
    o The Department Chair should sign as requestor for the reimbursement.
    o Secure approval from the Associate Dean, Dean or delegated MPP for the college.
    o Submit the final approved request to IRA Funding (irafunding@fullerton.edu) for processing.
- Department Reimbursements – Follow campus procurement procedures.
    o Provide supporting documentation and required approvals.
    o Submit approved packet to IRA Administration for review, approval and if applicable to provide an IRA PO tracking #.
- Hazardous Material: Items that have the potential to be considered hazardous material must be reviewed and authorized for purchase through EHS.
    o Any requests for the purchase or procurement of hazardous items must include authorization from EHS prior to submission to Contracts & Procurement.
    o Requests that do not include EHS authorization will not be considered.
- Use of the IRA Check Request:
    o Programs can request reimbursement for the purchase of supplies specifically related to IRA program activity. Items over $1,000 should be processed using a PCard or other campus procurement process. Contact C&P for assistance.
    o Programs can request direct payment to approved vendors for supplies for IRA activity not to exceed $5,000. Requests over $5,000 must be processed through campus C&P.
    o Individual requestors will not be reimbursed for payments made to vendors for services provided.
    o All vendor payments for services must be processed through Contracts and Procurement. Submit a purchase requisition to C&P for all service orders.
    o Honorarium payments must go through campus Accounts Payable.
    o Vendors should be approved in the campus vendor payment system.
    o Follow the campus asset management policy for any items purchased that may be deemed "taggable assets".
    o Software and subscriptions for the current IRA budget term must be submitted through C&P. Requires IT Authorization prior to submission.
    o All receipts must show proof of payment in full with verification of payment source.
    o Receipts should indicate proof of payer, and match the requestor. Supporting proof (in addition to the full receipt) can include a credit card or bank statement.

Hospitality
All hospitality related expenses must be an allowable expense that is approved and documented according to the CSU D11 policy. Requests for reimbursement or expense transfer must include an authorized D11 form and all supporting documentation.