



CALIFORNIA STATE UNIVERSITY, FULLERTON™

AGENCY CHECK REQUEST WORKSHEET

Name of Club \_\_\_\_\_

Agency Account # \_\_\_\_\_

Payee [who receives payment] \_\_\_\_\_ CWID [req'd student/faculty/staff] \_\_\_\_\_

Payee's Current Address [required] \_\_\_\_\_

Phone \_\_\_\_\_ E-mail [CSUF address for student/faculty/staff] \_\_\_\_\_

Distribution: Mail  Hold for Pickup  [Checks not picked up within three (3) business days will be mailed]

Table with 3 columns: Receipt/Invoice #/Store, Detailed Description (to be listed under Memo in Sage), Amount. Includes a Total row at the bottom right.

This completed form needs to be included with the attachments (receipts/invoices) submitted for each request. All applicable lines are to be completed.

For reimbursements:

- Use "Reimb [Current Date] as the Vendor Document Number.
• All receipts are to be attached to the request, and each receipt listed on a separate line.
• The memo is the detailed description of what was purchased.
• If the reimbursements are for an event, include the event name and date.
• Complete sales receipts need to be included (receipts show itemized list of items and costs, subtotal, shipping, sales tax, total and amount paid).
• If the payee is the parent of a CSUF student, please use that student's CWID.
• Please be aware that we are unable to reimburse for purchases made with a gift certificate or SNAP/EBT benefits.

To pay vendors:

- Attach the invoice with the invoice number used as the Vendor Document Number.
• If the vendor is new, please attach their completed W-9 with the invoice.
• If the vendor is performing a service on campus, include their current Certificate of Insurance.

Treasurer Name \_\_\_\_\_ CWID \_\_\_\_\_

Phone \_\_\_\_\_ CSUF E-mail \_\_\_\_\_