



California State University, Long Beach
Procedures - 49er Foundation
Revised July 2, 2012

Activities processed by the campus and invoiced back to the 49er Foundation will be handled through the processes outlined in this document. It will be necessary to include a Program Code on all state processed transactions being billed to another auxiliary. The program code representing the 49er Foundation is **R0102** (Business Unit LB49R). Based on feedback received during the initial process meeting in June for the transactions listed below, Fund **CL499**, instead of GF001 or other owner identified funds will be used for all activities to be reimbursed by 49er Foundation. Using this Fund will allow the segregation of all activities to be reimbursed by a 3rd party from the department's regular activities. Financial Management will revise other reimbursed activities processes to incorporate the use of CL499 with the other existing program codes to address the department concerns about using GF001.

Detailed below are the procedures for each activity type:

- **Requisitions**

- Complete the online requisition or the EZ Requisition form with the LBCMP (campus) chartfields and include the R0102 Program code
- In the Standard comments/Notes section, include the 49er Foundation chartfields be billed in the following order - Fund, Dept ID and Program (if applicable).
- A new Purchase/ChangeOrder Request form will be coming out soon to replace the EZ requisition form. The new form allows the selection of Business Unit. You will check the LBCMP business unit and include the 49er Foundation chartfields in the order indicated above. In the 3rd Party Billing section, indicate "Yes" in the first box and indicate R0102. A 2nd row will automatically populate showing the campus chartfields to be charged.

- **Direct Payment Request**

- Complete the Direct payment request with the LBCMP (campus) chartfields and include the R0102 Program code
- Include "Other" in the 3rd Party field
- Include the 49er Foundation chartfields in the following order -Fund, Dept ID and Program (if applicable) in the Billing Number field
- A new Direct Payment Request form will be coming out soon to replace the current form. The new form allows the selection of Business Unit. You will check the LBCMP business unit and include the 49er Foundation chartfields in the order indicated above. In the 3rd Party Billing section, indicate "Yes" in the first box and indicate R0102. A 2nd row will automatically populate showing the campus chartfields to be charged.

- **Request for Travel (If required by your department)**

- Complete the Request for Travel with the LBCMP (campus) chartfields and include the R0102 Program code

- Include the 49er Foundation chartfields in the following order -Fund, Dept ID and Program (if applicable) in the 3rd Party Billing Number field
 - A new Request for Travel form will be coming out soon to replace the current form. The new form allows the selection of Business Unit. You will check the LBCMP business unit and include the 49er Foundation chartfields in the order indicated above. In the 3rd Party Billing section, indicate “Yes” in the first box and indicate R0102. A 2nd row will automatically populate showing the campus chartfields to be charged.
- **Travel Claim**
 - Complete the Travel Expense Claim with the LBCMP (campus) chartfields and include the R0102 Program code
 - Include the 49er Foundation chartfields in the following order -Fund, Dept ID and Program (if applicable) in the 3rd Party Billing Number field
 - A new Travel Expense Claim form will be coming out soon to replace the current form. The new form allows the selection of Business Unit. You will check the LBCMP business unit and include the 49er Foundation chartfields in the order indicated above. In the 3rd Party Billing section, indicate “Yes” in the first box and indicate R0102. A 2nd row will automatically populate showing the campus chartfields to be charged.
- **P card**
 - Include the LBCMP (campus) chartfields including the R0102 Program Code in Access Online (bank software)
 - Include the 49er Foundation chartfields in the following order -Fund, Dept ID and Program (if applicable) in the “Comments” field in Access Online (bank software)
- **Payroll- Paid by CSULB Research Foundation**
 - If unable to hire on State side and Foundation payroll is necessary the transaction will include a 6% administrative fee.
 - Complete the CSULB Research Foundation Employment Status Form. In the “Type of Transaction” section, check the boxes for Reimbursed payroll and 49er FDN.
 - Include the 49er Foundation chartfields in the following order -Fund, Dept ID and Program (if applicable) on the Chartfield line
- **Other Chargeback activities (Telecom, Facilities Management, Print Shop, Copier, Mail, Office Max)**
 - Donor funds are to be used to enhance the operations of a given department or College and not to provide for basic departmental expenses. Consequently, these activities can only be charged to the 49er Foundation with the prior approval of the COO- 49er Foundation. If expenses from these activities need to be charged to the 49er Foundation, at the end of the fiscal year, an expenditure transfer will be processed with the approval of the 49er Foundation COO.