CHECK REQUEST SUPPORTING DOCUMENTATION REQUIREMENTS

** IT IS THE CLUB/ORGANIZATION'S RESPONSIBILITY TO READ THE INFORMATION BELOW & ENSURE ALL REQUESTS ARE COMPLETE. INCOMPLETE CHECK REQUESTS WILL NOT BE ACCEPTED. **

Contact ASI Accounting Services at (916) 278 – 2231 or asiaccounting@csus.edu

Website: https://asi.csus.edu/accounting-services

1. **AUTHORIZED SIGNERS:** Clubs and Organizations must have a current Club Accounting Form (CAF) with authorized signatures on file at ASI Accounting Services. The check request must be signed by one of the authorized signers on the CAF. Prior to submitting your request, verify the CAF on file is current. The authorized signer on the check request cannot be the same as the individual to be paid (conflict of interest). E.g. Treasurer cannot authorize their own check request for reimbursement, therefore, the president should submit and sign the Treasurer's check request. Complete a CAF here: https://asi.csus.edu/clubsdoc-check-request

2. **INVOICES/RECEIPTS:** Original itemized invoices/receipts must be attached to the check request and show the full details on what was ordered, the subtotal, sales/use tax, gratuity, etc. If items were shipped or delivered, either attach a packing slip or delivery confirmation to the check request or state "all items received" in the description of the check request. If items have not been received yet, you can wait for the item(s) to arrive before submitting a check request, otherwise, the request will be considered an advance and receipt of goods (packing slip or delivery confirmation) must be submitted after the order is received (see #7 below for advances).

3. **PROOF OF PAYMENT**: Purchases made by debit/credit card requires an image of the debit/credit card showing ONLY the LAST 4 digits AND the cardholder's full name. If the receipt does not show debit/credit card numbers, a debit/credit card statement with cardholder's full name and transaction(s) must be submitted. If paid by check, a copy of the cashed check from the bank must be included or a bank statement with person's full name. Cash payments will typically show "cash" as the form of payment on the invoice/receipt and these can be submitted alone.

4. **MEETINGS:** If the club provides food/light refreshments at club events or meetings, an itemized receipt must be submitted. Also, VOLUNTARY tip is only reimbursed up to a maximum of 15% of the bill's subtotal (not including taxes) AND must be paid with a debit/credit card. Attach the itemized receipt and debit/credit card statement showing the total amount paid (including tip) to the check request. CASH TIPS ARE NOT REIMBURSED.

5. **CONFERENCES/MEMBERSHIP DUES:** Clubs must show proof of attendance to conferences. Examples of proof include: name badge, picture at the event, conference materials (flyers, programs), etc. For membership dues, copies of the enrollment forms and/or list of members with price per member from the club's dues website must be submitted with the check request.

6. **SALES TAX:** Clubs are not exempt from Sales/Use Tax. Any item that was not charged, or invoice/receipt that does not have a sales tax line item, will be subject to 8.75% sales/use tax (including purchases in CA, if not already included). This amount will be charged to the club/organization and ASI will pay the tax to the state.

7. **ADVANCES:** Advances are used to purchase items before receiving them or for expenses pertaining to an event that hasn't occurred yet. An Advance Check Request Agreement should be submitted no more than two weeks prior to the event, unless the invoice states otherwise, AND requires prior approval from the ASI Director of Finance & Administration or the Accounting Manager. A separate check request should be submitted with the Advance Check Request Agreement stating the purpose for the advance and signed by an authorized signer. Advances must be a minimum of $100 and the check MUST be paid directly to the vendor. The request should include an invoice, quote, or estimate of charges provided by the vendor. *Important: Original itemized receipts need to be submitted to ASI Accounting Services within two weeks following the event, otherwise, your organization's privilege for advancement of funds will be revoked for a period of no more than two semesters. Further action, up to and including suspension, of your club account may be necessary.*

8. **W-9 & MOA FOR CONTRACTED SERVICES** (**Contracted Services are self-employed or unincorporated entities receiving payment for services provided**): For these payments, include a completed Memorandum of Agreement (MOA) and IRS Form W-9 with the check request. In order for ASI to capture the associated tax for the entity, DO NOT **pay directly for contracted or outside services**, instead, submit a request to pay the vendor, then ASI will send them a 1099 tax form at the end of the calendar year. Note: Non-resident of California may be subject to 7% Non-Resident Withholding Tax.

9. **BUS, TRAIN, AIR TRAVEL:** Receipts and proof of travel, such as boarding passes, itineraries, airline tickets, etc., as well as proof of conference attendance (see #5 above) must accompany all check requests for bus, train, or air travel reimbursements. Student travelers from Clubs and Organization must use the University Travel Waiver, signed by campus supervisor/manager. Form is located at https://www.csus.edu/compliance/_internal/_documents/field-trip-student-waiver1.pdf.

10. **MILEAGE & CAR RENTAL REIMBURSEMENTS:** Mileage expenses for a privately owned automobile will be reimbursed using the current IRS Business Use mileage rate found here: https://www.irs.gov/tax-professionals/standard-mileage-rates. As of 7/1/26, the rate is 76 cents per mile for travel on or after 7/1/26. For reimbursement, submit a map showing total mileage traveled (round trip), and documentation showing proof of travel (example: proof of conference attendance, see #5 above). If you have any questions, please contact the ASI Accounting Services office prior to travel. For car rentals, provide proof of car rental agreement and gas/EV receipts, along with proof of travel. Mileage is computed from CSU Sacramento to the destination.

11. **GIFT CARDS/CERTIFICATES**: It is the club/organization's responsibility to notify recipients of the gift card or certificate. The recipient must self- report the gift card, regardless of the amount, on their tax return, if applicable.