

SUPPLIES

General Equipment & Supplies

- Jotform check request
- Itemized invoice/receipt
- Proof of payment
- If items were shipped, proof of delivery or note in the check request description that item(s) was received
- Supplies examples: parking fees/permit, Union Well room rental and fees, gift cards (physical, electronic), promotional apparel, grad stoles/cords, oil changes, camping reservations

Food

- Jotform check request
- Itemized invoice/receipt
- Proof of payment (not needed if paying directly to company)
- If # of attendees < 25, need list of attendees who benefitted from food and their relationship to campus (e.g. student, staff)
- Tips/Gratuity
 - only reimbursed up to 15% of the receipt's subtotal UNLESS tip is included (required) in the bill
 - Cash tip is NOT REIMBURSABLE; Credit/Debit card transactions ONLY
 - If tip is written on receipt, card or bank statement is required

Membership Dues

- Jotform check request
- Itemized invoice/receipt
- List of paying members' names
- Proof of payment (not needed if paying directly to company)

Conference/Convention/Meeting Registration

- Jotform check request
- Itemized invoice/receipt
- List of paying members' names (if > 1 person)
- Proof of payment

Awards

- Jotform check request
- Application from winner
- Proof that award was announced to the club or public (meeting minutes, email, social media post)
- Process of how the award winner was chosen
- W-9

Scholarships

- Jotform check request
- Application from winner
- Proof that the scholarship was announced to the club or public (meeting minutes, email, social media post)
- Process of how the scholarship winner was chosen
- Student ID (only if winner is CSUS & Los Rios CC student)
- For non-CSUS student recipients, the scholarship check will be cut to the financial aid office of the school to then be given to the student.

Donations

- Jotform check request
- Memo explaining donation (include date, organization name, org's address, amount of donation, signature of an authorized signer)
- Information on organization receiving donation (screenshot of website is OK)

Direct Vendor Payments

- Jotform check request
- Itemized invoice to pay
- W-9

CSUS, Union, The WELL, Aramark Invoices

- Jotform check request
- Itemized invoice to pay

TRAVEL

Mileage Reimbursement (personal vehicle)

- Jotform check request
- Printout of total route traveled (Google Maps) using CSUS as starting location
- Proof of event attendance
- Will reimburse up to \$0.70 per mile
- **Note:** Club officers can impose a limit on the reimbursement amount to the vendor by specifying the limit in the description of the check request. Additionally, if the amount that could be reimbursed exceeds the limit imposed by the club, ensure the "Amount to be Paid" section on the check request form matches the limit.

Gas Reimbursement (car rental)

- Jotform check request
- Car rental agreement
- Itemized gas receipts
- Proof of payment
- Proof of event attendance

Hotel

- Jotform check request
- Itemized invoice/receipt
- Proof of payment
- Proof of event attendance

Rideshare (Lyft, Uber, Taxi)

- Jotform check request
- Itemized invoice/receipt
- Proof of payment
- Proof of event attendance

Bus/Train/Air Travel

- Jotform check request
- Itemized invoice/receipt
- Proof of payment
- Proof of travel OR
- Proof of event attendance
- University Travel Waiver if paying in advance for 15+ students

OUTSIDE SERVICES

Contracted Services, Honoraria, Speaker/Performance Fees

- Jotform check request
- Memorandum of Agreement (MOA)
- W-9

OTHER

Transfers

- Jotform check request
- Invoice (UEI Catering Order, for example)
- Memo from club describing what amount needs to be transferred and why

HELPFUL TIPS

- Proof of Delivery examples: packing slips, confirmation of delivery page, picture of item
- Proof of Payment examples: can be the image of the debit/credit card (showing last four digits only) and cardholder's name OR bank statement showing the recipient's full name and transaction
- Proof of Travel examples: original boarding pass, itineraries, airline tickets, etc.
- Proof of Event Attendance examples: name badges, flyers, pics at the event, and conference itinerary or materials
- Receipts paid in cash do not usually need proof of payment as they will usually state "Cash" payment was used.

PROOF OF PAYMENT

If someone is seeking a reimbursement using your club funds, the payor needs to provide proof of payment to the authorized CAF signer, who will then attach the proof to the check request.

ONLY required when reimbursing someone and not paying the vendor directly.

Debit or Credit Card

If receipts show the last four digits of the Debit or Credit Card (CC) used, attach an image of that CC showing only the last four digits and cardholder's full name. The last four digits on the card should match the number on the receipt.

For a good example of an itemized invoice, receipt, and debit/credit card to attach to the check request, please see: [Debit or Credit Card Example](#)

Another example:



Debit or Credit Card (CC) via Contactless Payment (e.g. Apple Pay)

If receipts show the last four digits of the Debit or Credit Card (CC) used, attach an image of that CC showing only the last four digits and cardholder's full name AND a screenshot of the Apple Pay screen that shows the physical card number and the Apple Pay number (listed on the receipt).

For a good example of an itemized invoice, receipt, debit/credit card, and Apple Pay screen to attach to the check request, please see: [Contactless Payment Example](#)

Card or Bank Statement

If receipts do NOT show the last four digits of the Debit or Credit Card (CC) used or a debit/credit card image cannot be provided, attach a card or bank statement showing only the transaction charges and the cardholder's full name.

For a good example of an itemized invoice, receipt, and credit/bank statement to attach to the check request, please see: [Bank Statement Example](#)