Runner Tracks

Track: Fiscal Responsibility

Instructions: Fiscal Services Forms
Direct Pay (Money Out)

Check issued for Invoices, Reimbursements over $50.00
Go to RunnerSync, under the Resources tab, and click “Direct Pay Form.”

You’ll get a window asking you to sign in with your MyCSUB credentials.
You’ll get a landing page with some instructions, but don’t worry about them too much because you’re getting the instructions here.

The signers WILL need to choose a role later, and should choose “Dept/Program Approver.”
• Put your email here.

• Put your President or Treasurer’s email here.

• Put your Advisor’s email here.

• Put EJ Callahan’s email here: ecallahan@csub.edu
• Payee Name: Name of the business or person the check will be made out to.
• Department: Student Involvement.
• Completion Deadline: Leave blank.
• Set Reminder: Every other day.
• Click the blue “Submit” bar.
• Wait for an email.
• The email will look like this.

• Click the top link
Choose “Vendor Payee” or “Student Reimbursement.”

Put the name you want on the check.

Complete the address.

Date on invoice or receipt.

Invoice number OR name of retailer on receipt.

Include club name, what was paid for, and what it was used for.
- Business Unit: BKASI
- Fund: MR007
- Dept ID#: D23210
- Account: Will vary, email GetInvolved@csub.edu and ask.
- Project: Your club’s number, MA0###.

- Choose Mail Check.

- Upload scan of invoice or receipt.

- Complete this section.

- Click blue “Click to Sign” button at the bottom.
2. Special Services (Money Out)

Speakers, Singers, Performers, DJs
Go to RunnerSync, under the Resources tab, and click “Special Services Form.”

The form was added to “Resources” after this screenshot was taken.

You’ll get a window asking you to sign in with your MyCSUB credentials.
You'll get a landing page with some instructions, but don't worry about them too much because you're getting the instructions here.

The signers WILL need to choose a role later, and should choose “Dept/Program Approver.”
<table>
<thead>
<tr>
<th>Person</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact</td>
<td><a href="mailto:ewebb2@csub.edu">ewebb2@csub.edu</a></td>
</tr>
<tr>
<td>Payee</td>
<td><a href="mailto:payee_email@email.com">payee_email@email.com</a></td>
</tr>
<tr>
<td>Person 3</td>
<td><a href="mailto:your_president_or_treasurer@csub.edu">your_president_or_treasurer@csub.edu</a></td>
</tr>
<tr>
<td>Person 4</td>
<td><a href="mailto:your_advisor@csub.edu">your_advisor@csub.edu</a></td>
</tr>
<tr>
<td>Person 5</td>
<td><a href="mailto:ecallahan@csub.edu">ecallahan@csub.edu</a></td>
</tr>
</tbody>
</table>

- Put your email here.
- Put your Payee’s email here.
- Put your President or Treasurer’s email here.
- Put your Advisor’s email here.
- Put EJ Callahan’s email here: ecallahan@csub.edu
- Payee Name: Name of the speaker or performer the check will be made out to.
- Department: Student Involvement.
- Completion Deadline: Leave blank.
- Set Reminder: Every other day.
- Click the blue “Submit” bar.
• Wait for an email.
• The email will look like this but it will say “Special Services.”

• Click the top link
• Fill out as indicated.
• A phone number is required because Payment Services will phone to get the SSN. It is helpful if you let the performer know to expect the call. It’s for identity theft prevention.
• Business Unit: BKASI
• Fund: MR007
• Dept ID#: D23210
• Account: Will vary, email GetInvolved@csub.edu and ask.
• Project: Your club’s number, MA0###.

• Adobe Sign will have performer sign here.

• Complete this section.

• Click blue “Click to Sign” button at the bottom.
3. Petty Cash (Money Out)

Reimbursements under $250
Go to RunnerSync, under the Resources tab, and click “Petty Cash Form.”

Go to the link every time – don’t download the form.
<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>ITEM</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8 cases of soda</td>
<td>$36.72</td>
<td>$36.72</td>
</tr>
</tbody>
</table>

Reason for purchase: Creative Writing Club – New Members Social

Print form as a .pdf.
Email to GetInvolved@CSUB.edu
4. Collection Sheet (Money In)

Dues, Donations, Fundraising
Go to RunnerSync, under the Resources tab, and click “Collection (Deposit) Sheet.”
<table>
<thead>
<tr>
<th>Denomination</th>
<th># of Bills</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>1</td>
<td>$1.00</td>
</tr>
<tr>
<td>5.00</td>
<td>1</td>
<td>$5.00</td>
</tr>
<tr>
<td>10.00</td>
<td>1</td>
<td>$10.00</td>
</tr>
<tr>
<td>20.00</td>
<td>1</td>
<td>$20.00</td>
</tr>
<tr>
<td>50.00</td>
<td>1</td>
<td>$0.00</td>
</tr>
<tr>
<td>100.00</td>
<td>1.25</td>
<td>$1.25</td>
</tr>
</tbody>
</table>

Total Coin: $1.25

Source/Purpose of Funds (REQUIRED)

Total Cash and Coin: $37.25

Checks (will total from below): $25.00

Total Cash, Coin and Checks: $62.25

What is this money and where did it come from?

<table>
<thead>
<tr>
<th>Fund Dept ID</th>
<th>Account Program Project Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>MR007</td>
<td>D23210 580803 MA0###</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date Received</th>
<th>Invoice #</th>
<th>Student I.D. Reference</th>
<th>Name on Check</th>
<th>Check Date</th>
<th>Check #</th>
<th>Check</th>
<th>Currency and Coin</th>
<th>Wire</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/1/2020</td>
<td></td>
<td></td>
<td>Name on Check</td>
<td>3/29/2020</td>
<td>1025</td>
<td>$25.00</td>
<td></td>
<td></td>
<td>$25.00</td>
</tr>
<tr>
<td>4/1/2020</td>
<td></td>
<td></td>
<td>Cash</td>
<td></td>
<td></td>
<td>$37.25</td>
<td></td>
<td></td>
<td>$37.25</td>
</tr>
</tbody>
</table>

Green: Same on all Collection Sheets

Red: Will vary by Collection Sheet.

Follow example form.

Email form to GetInvolved@CSUB.edu for additional instructions.

Name and Signature of person making the deposit: Signature of Student Union Director and Date:

Submit payments and two(2) copies of this form to the Accounting Office, Cashier.

ACCOUNTING USE ONLY

Verified/Accepted By: Date: Receipt #
What makes an acceptable receipt?

- Name of the facility
- Date
- Item description
- Costs and Taxes
- Method of Payment
Thank you!

If you have questions or want more information, email us at GetInvolved@CSUB.edu.