

Reimbursements for Disallowed Purchases Charged to a Procurement Card (P-card)

Retrieve latest version of *Deposit or Reimbursement to University Account* form
<http://finance.fullerton.edu/Controller/Accounting/Forms/>



Identify original P-card expense you are reimbursing (use **OBIEE** or **P-card Transaction Report (Matched/Finalized)**)

Jrnl Template	Doc ID	Jrnl ID	Journal Date	CSU Descr	CSU Ref 1	CSU Ref 2	Amount	Account	Fund	Dept ID	Fiscal Year	Period
PCD	CHBK123930	PCD0226152	8/1/2012	Employee Name	AMERICAN AI Insurance	Airfare	7.50	606802	THEFD	10005	2012	2

NO

Is account listed in Section II of the *Deposit or Reimbursement to University Account* form?

II. Reason for Deposit or Reimbursement (To select (✓) Reason for Reimb or Deposit, click the yellow checkmark)	
<input checked="" type="checkbox"/>	University reimbursement for personal expenditure charged to a Procurement Card (see CASHNet II)
S5062 = 604001-FUND (Telephone Usage)	S5080 = 606802-FUND (Travel-International)
S5092 = 604802-FUND (Wireless Service)	S5081 = 606001-FUND (Travel-In State)
S5055 = 660001-FUND (Postage and Freight)	S5082 = 606002-FUND (Travel-Out of State)

YES

Use CASHNet Item Code S4000/S4030

Rules:

- When reimbursing THEFD, use fund THEXT

CASHNet Item Code (REQUIRED)	Account	Fund	Dept (5)	Program (4)	Class (5)	Project (8)	Deposit Amount
S4000	580093	THEXT	10005	OPTIONAL	OPTIONAL	OPTIONAL	\$ 7.50

Original Expense	Dept ID	Fund	Account	Journal ID	Ln Descr	Reference	Actuals
	10005	THEFD	660822	PCD0000001	Jane Smith	Panera Bread	7.50

- If fund can use account 580093, use S4000; else use S4030 (see tab "S4000-S4030")

CASHNet Item Code (REQUIRED)	Account	Fund	Dept (5)	Program (4)	Class (5)	Project (8)	Deposit Amount
S4000	580093	TAD01	10283	OPTIONAL	OPTIONAL	OPTIONAL	\$ 100.00
S4030	580090	TADCP	10002	OPTIONAL	OPTIONAL	OPTIONAL	\$ 150.00
S4000	580093	THD01	10181	OPTIONAL	OPTIONAL	OPTIONAL	\$ 200.00
S4000	580093	THOPR	10130	OPTIONAL	OPTIONAL	OPTIONAL	\$ 250.00
CHECK: Total Amount <= Total Deposit							Total Amount: \$ 700.00

In Section IV, use CASHNet Item Code that matches expense account in Step 2

Rules:

- Do NOT use THEXT since there are no P-card expenses incurred in THEXT
- All other funds allowed such as THEFD, THOPR, THD01, TADxx, TLDxx, etc.

CASHNet Item Code (REQUIRED)	Account	Fund	Dept (5)	Program (4)	Class (5)	Project (8)	Deposit Amount
S5080	606802	THEFD	10005	OPTIONAL	OPTIONAL	OPTIONAL	\$ 7.50

Submit Expenditure Transfer Request (ETR) form to offset (spend down) 580090/580093 revenue against P-card expense in THEFD/THD01/THOPR/TADxx/TLDxx/etc.

REQUIRED: To clear 580090/580093 Revenue

IV. Transfer Information							Check / Total:	0.00	0.00
Account (6)	Fund Code (5)	Dept (5)	Program (4)	Class (5)	Project (8)	Line Description (Vendor name, Student name, etc.) (30)	Reference or Aux Org PO Nos. (10)	Amount	
580093	THEXT	10005				CN dep-Jane Smith Panera Bread	PCD0000001	7.50	
660822	THEFD	10005				Jane Smith Panera Bread 8/1/12	PCD0000001	(7.50)	