University Reimbursement for Personal Expenditure
Charged to a PCD (Procurement Card)

Fund: THEFD

Accounts: ALL 6XXXXX Expenses except 604001 (Telephone Usage), 604802 (Wireless Service), 660001 (Postage & Freight), 606802 (Travel-International, 606001 (Travel-In-State) & 606002 (Travel-Out of State)

CASHNet Item Code: S4000

Instructions:

1. Identify expense or expenses to be reimbursed (use Actuals Detail (between Accounting Periods) report from OBIEE - BI/Dashboards).

<table>
<thead>
<tr>
<th>Dept ID</th>
<th>Fund</th>
<th>Account</th>
<th>Acct Descr</th>
<th>Doc Src</th>
<th>Document ID</th>
<th>Document Date</th>
<th>Journal ID</th>
<th>Journal Date</th>
<th>Ln Descr</th>
</tr>
</thead>
<tbody>
<tr>
<td>10005</td>
<td>THEFD</td>
<td>660822</td>
<td>Business Related Food</td>
<td>CSU</td>
<td>CHBK125134</td>
<td>7/25/2013</td>
<td>PCD0396790</td>
<td>8/1/2013</td>
<td>JANE SMITH</td>
</tr>
</tbody>
</table>

Reference: PANERA BREAD
Reference 1: Used P-card by mistake. A reimbursement has been made. Please see the receipt.
Reference 2: JANE SMITH
Fiscal Year: 2013
Period: 2
Actuals: 13.34
2. Complete Deposit or Reimbursement to University Account form (use S4000 in Section IV).

Deposit Or Reimbursement To University Account

NOTE: If you receive a university invoice (ASINV#) DO NOT use this form; take the invoice to the CASHIER'S Office with your payment.

I. Requested Information

From Dept: 11055

Contact: June Smith

Est.: 12/34

II. Reason for Deposit or Reimbursement

[To select] Reason for Feiner or Deposit, click the yellow drop down option below and choose or type "I"

a) Travel Advance (TSAV) - 10/30/14

b) Vendor Advance (VADV) + 10/30/14

Purchase Order #: 

University reimbursement for personal expenditure charged to a PCD - Procurement Card (see CASHIER Item Codes below)

1) 10060-00000-FED (Travel, Mileage)

2) 10060-00000-FUND (Travel International)

3) 60090-00000-FUND (Travel-City)

4) 60090-00000-FUND (Travel-Out of State)

Instructions for Deposit Form: Complete or, if necessary, identify CASHIER Item Codes to void Sections IIA and b) below. Additional Memo/Transfer Request (ETR) Form.

Instructions for ETR Form:
(a) If issued from CASHIER Item Codes S4000 or S4600 only, (b) ask "Given ETR source below go to the ETR workspace if allowable ETR data, and (c) follow same procedure when canceling an ETR.

Enter chartfield to reimburse (Account): 622222

Fund: THEFC

Performer/Cashier:

Account Number:

Cardholder to reimburse:

Cardholder Name:

Jane Smith

Card Number:

Vendor/Merchant Name:

Pensacola

Date: 07/15/13

III. Deposit Information

[To select] Form of Payment; click the yellow drop down option below and choose or type "I"

Form of Payment:

- Cash

- Check

- Other (please specify)

Total Deposit: $ 13.34

IV. Chart Field Information

CASHNet Item Code is not known, use: (a) "S4000" - account default is 500953 (Other Nonspending Recourses)

Account (6) Fund (5) Dept (5) Program (4) Class (5) Project (8) Deposit Amount

S4000

500953 THEFC 100155 OPTIONAL OPTIONAL OPTIONAL $ 13.34

$ -

$ -

$ -

$ -

$ -

$ -

OK Total Amount - Total Deposit: $ 13.34
3. Click **DepositForm** to print Deposit or Reimbursement to University Account form.

4. Click **Create ETR** to create Expenditure Transfer Request (ETR) form.
5. Follow instructions in *ETR* form.

6. Bring *Deposit or Reimbursement to University Account* form and payment to the Cashier’s Office.

**Accounting Entries:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>660822-THEFD-10005</td>
<td>PCD chargeback (Step 1)</td>
<td>13.34</td>
</tr>
<tr>
<td>660822-THEFD-10005</td>
<td>ETR (Step 4)</td>
<td>(13.34)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>580093-THEXT-10005</td>
<td>CASHNet deposit (Step 2)</td>
<td>(13.34)</td>
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<tr>
<td>580093-THEXT-10005</td>
<td>ETR (Step 4)</td>
<td>13.34</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>