	Research Foundation Form Name	Form Replaced with	New Form Location	What is the purpose of the form?
1	Deposit Transmittal	Request for Deposit Transmittal	http://daf.csulb.edu/forms/financial/bursar/request-deposit-transmittal.xlsx	Request for Deposit Transmittal - http://daf.csulb.edu/forms/financial/bursar/DepositTransmittal.php
2	Non CSULB Student Payment Request and Recurring Rent Payment	Direct Payment Form	http://daf.csulb.edu/forms/financial/controller/accounts_payable/direct-payment-request.xlsx	Reimbursements to individuals, payments to vendors when a PO is NOT required.
3	ACH Direct Payment Authorization	Employee Direct Deposit Authorization Reimbursements	http://daf.csulb.edu/forms/financial/controller/travel/emp_reimb_dd.xlsx	To set up direct deposit payments for A/P to employees.
4	Beach Club Card Settlement/Replenishment	Direct Payment Form	http://daf.csulb.edu/forms/financial/controller/accounts_payable/direct-payment-request.xlsx	Reimbursements to individuals, payments to vendors when a PO is NOT required.
5	Disbursement Check Request	Direct Payment Form	http://daf.csulb.edu/forms/financial/controller/accounts_payable/direct-payment-request.xlsx	Reimbursements to individuals, payments to vendors when a PO is NOT required.
6	Honorarium/Lecture Fee	Direct Payment Form	http://daf.csulb.edu/forms/financial/controller/accounts_payable/direct-payment-request.xlsx	Reimbursements to individuals, payments to vendors when a PO is NOT required.
7	Mileage Claim	Travel Expense Claim or Petty Cash Disbursement Voucher	http://daf.csulb.edu/forms/financial/controller/travel/travel_expense_claim.xlsx http://daf.csulb.edu/forms/financial/bursar/Pettycash.php	To claim travel expenses. The Petty Cash disbursement form may be use to reimburse employees or students for small out of pocket expenses. - Mileage and parking single day events, supplies. Not to exceed $50.00 per payee per day up to a maximum of $100.00.
8	Non CSULB Student Payment Request and Recurring Rent Payment	Direct Payment Form	http://daf.csulb.edu/forms/financial/controller/accounts_payable/direct-payment-request.xlsx	Reimbursements to individuals, payments to vendors when a PO is NOT required.
9	Payment or Reimbursement of the Cost of Employee Non-Cash Awards	Gift & Awards Payment Request	http://daf.csulb.edu/forms/financial/controller/accounts_payable/gifts-awards-payment-request.xlsx	Reimbursements or vendor payments for non cash award or gifts to either Employee's or Non-Employee's on behalf of the University.
10	Payment or Reimbursement of the Costs of Gift Presented to Non-Employees	Gift & Awards Payment Request	http://daf.csulb.edu/forms/financial/controller/accounts_payable/gifts-awards-payment-request.xlsx	Reimbursements or vendor payments for non cash award or gifts to either Employee's or Non-Employee's on behalf of the University.
11	Payment or Reimbursement of the Costs of Hospitality Expenses	Hospitality Payment Form-Single	http://daf.csulb.edu/forms/financial/controller/accounts_payable/hospitality-payment-request-single-event.xlsx	Reimbursement or payment for the cost of Hospitality Exp.Single event Single vendor
12	Petty Cash Fund Request	Petty Cash/Change Fund Authorization	http://daf.csulb.edu/forms/financial/controller/general_acct/petty-cash-change-fund-authorization.xlsx	Form is used to establish, increase or terminate a petty cash/change fund
13	Petty Cash Fund Termination	Petty Cash/Change Fund Authorization	http://daf.csulb.edu/forms/financial/controller/general_acct/petty-cash-change-fund-authorization.xlsx	Form is used to establish, increase or terminate a petty cash/change fund
14	Petty Cash Settlement/Reimbursement	Petty Cash Disbursement Voucher	http://daf.csulb.edu/forms/financial/bursar/Pettycash.php	To reimburse employees or students for small out of pocket expenses. - Mileage and parking single day events, supplies. Not to exceed $50.00 per payee per day up to a maximum of $100.00 This Form is on the Web http://www.csulb.edu/~fmis/Pettycash.php
15	Request for Reimbursement of Hospitality Expenses within Allowable Rates/Multiple Events	Hospitality Payment Form - Multi	http://daf.csulb.edu/forms/financial/controller/accounts_payable/hospitality-payment-request-multi-event.xlsx	Reimbursement or payment for the cost of Hospitality Exp. Multiple events single vendor
16	Student Non Educational Payment Request (Participant Incentives Request)	Direct Payment Form	http://daf.csulb.edu/forms/financial/controller/accounts_payable/direct-payment-request.xlsx	Reimbursements to individuals, payments to vendors when a PO is NOT required.
17	Travel Authorization	Request for Travel form	http://daf.csulb.edu/forms/financial/controller/travel/request-for-travel-worksheet.xlsx	Authorization to Travel & Travel Advances
18	Travel Expense Claim	Travel Expense Claim	http://daf.csulb.edu/forms/financial/controller/travel/travel_expense_claim.xlsx	To reimburse travelers for actual out of pocket travel expenses
19	W-9 Substitute Form	Vendor 204/Substitute W9 Form	http://daf.csulb.edu/forms/financial/purchasing/vendor_data_rec204.pdf	For Vendor Adds to PeopleSoft - Includes Taxpayer Identification Number and Certification. May be used for changes of address as well.
20	Encumbrance/DisEncumbrance Request	Purchase/Change Request	http://daf.csulb.edu/forms/financial/purchasing/Purchase-Change-Request-Form.pdf	As a backup option to the PeopleSoft requisition module, this soft copy form can be used to request an item and/or service be purchased for the University or Research Foundation. The same form is also used to request changes to a requistion or purchase order.
21	P-Card Account Maintenance Form	Procurement Cardholder Account Form	http://daf.csulb.edu/forms/financial/purchasing/Procurement-Cardholder-Account-Form.pdf	Used to request a new procurement card (P-Card), make a change to an existing P-Card, or cancel a card.
22	P-Card Application Form	Procurement Cardholder Account Form	http://daf.csulb.edu/forms/financial/purchasing/Procurement-Cardholder-Account-Form.pdf	Used to request a new procurement card (P-Card), make a change to an existing P-Card, or cancel a card.
23	P-Card Authorized Signature	P-Card Program Agreement	http://daf.csulb.edu/forms/financial/purchasing/P-Card-Program-Agreement-Form.pdf	Used for the cardholder to sign and agree with the P-Card program and restrictions.
25	P-Card Lost/Itemized Receipt Form	P-Card Lost/Itemized Receipt Form (revised)	http://daf.csulb.edu/forms/financial/purchasing/PCard-Lost-Itemized-Receipt-Form.pdf	Used to document a purchase when a P-Cardholder is unable to locate a receipt or when further details need to be provided for a generalized receipt.
26	P-Card Manual	P-card manual (revised)		Pcard policy
27	P-Card Program Agreement	P-Card Program Agreement (revised)	http://daf.csulb.edu/forms/financial/purchasing/P-Card-Program-Agreement-Form.pdf	Used for the cardholder to sign and agree with the P-Card program and restrictions.
28	Purchase Order Request	Purchase/Change Request	http://daf.csulb.edu/forms/financial/purchasing/Purchase-Change-Request-Form.pdf	As a backup option to the PeopleSoft requisition module, this soft copy form can be used to request an item and/or service be purchased for the University or Research Foundation. The same form is also used to request changes to a requistion or purchase order.
29	Status Form	Status Form		Needs to be completed for all changes in job classification, salary rate andor job status
30	No current form	Job Request Form		Used by Project Directors to obtain prior HR and Grant approval for hiring under theor project/program
31	Time Card (w/instructions)	Time Reporting Form (w/instructions)		Used to report hours worked by non-exempt and exempt employees of the Research Foundation.