

BFA Administrative Detail: #30 - 5

Cash Posting Order (CPO)

1.0 PURPOSE

Then purpose of this document is to clarify how a Cash Posting Order (CPO) request is to be completed by departments.

2.0 BACKGROUND

The implementation of the System Wide Revenue Management Program changed the way in which a campus receives its initial state appropriation as well as subsequent funding and reimbursements. These changes require Campus' to ensure transactions are recorded appropriately and in what form they will be transferred.

3.0 OVERVIEW

The Chancellor's Office (CO) has implemented a mechanism to be used for payments made between CSU campuses and/or the CO called a Cash Posting Order (CPO). This procedure eliminates the need to process check requests through Accounts Payable. The "host" campus (receiving the funds) completes a CPO Request to have funds deducted from the remitting campus' bank account and added to the receiving campus' bank account.

4.0 CITATIONS AND LINKS TO APPLICABLE STATE LAW, CSU POLICIES, ETC.

For additional information refer to the Chancellor's Office website on the following link:

http://www.calstate.edu/acct/policies_procedures/co/index.shtml.

5.0 PROCEDURES

The host campus (receiving campus) is to complete the CPO Form. The most current CPO Request Form is always available on the Chancellor's Office Intranet under the Accounting Forms section of the Accounting

department's site, labeled CPO Request Form (.xls).

http://www.calstate.edu/acct/policies_procedures/co/index.shtml The CPO form may be enhanced from time to time; it is advisable to use the form from the Chancellor's Office website when creating a request.

There are seven sections of the form; however two are optional sections:

- 1 General Information
- 2 CPO Contact Information
- 3 CPO Details
- 4 Additional Instructions for the CO internal use **(optional)**
- 5 CPO Transfer Information
- 6 Accounting Instructions
- 7 Internal Accounting Instructions **(optional)**

Step by Step instructions can be found on the Chancellor's website. Additionally, instructions are in column A of the CPO request form. http://www.calstate.edu/acct/policies_procedures/co/documents/ProcessCPORequest.pdf

Include written acceptance from the remitting campus, including the CO, which the charge has been agreed upon by both parties. This can be in the form of an agreement, contract, MOU, or an email exchange among other forms of back-up.

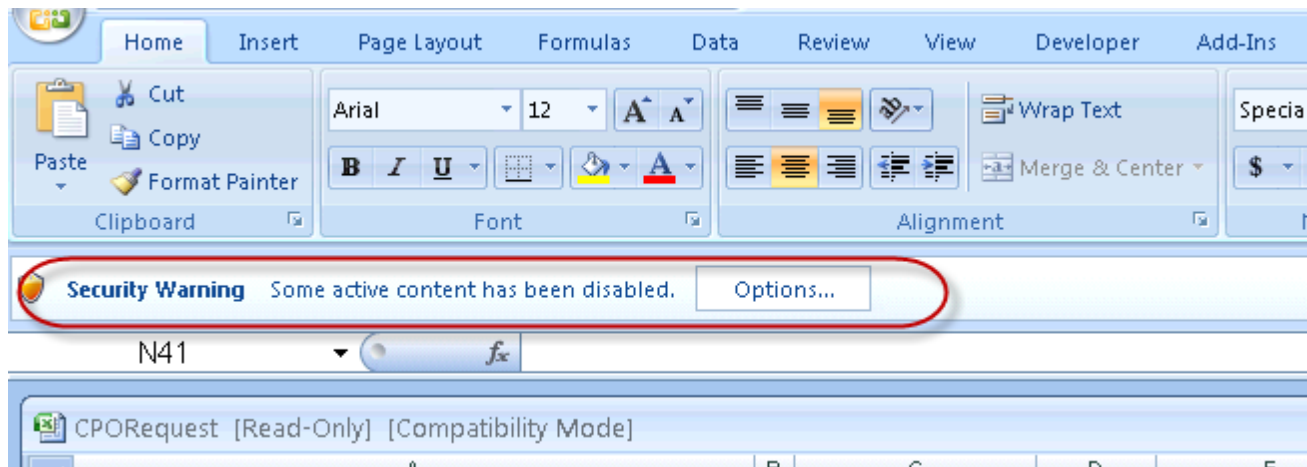
E-mail completed CPO form to Esmeralda Mendoza at esmeralda.mendoza@csuci.edu; she will review and approve. Once approved; please submit to the Chancellor's Office using the instructions below

E-mail to: CSUCOCPORequest@calstate.edu

- Email subject briefly describes the request
- Attach the Completed Form
- Attach Back-up Documents
- Examples: invoices, travel forms, registration forms, conference attendees list

The next page reflects a sample of the CPO Request form initiated by the Campus.

Make sure that your macros are enabled.



CPO Request Form

(Please complete all the sections unless it is marked optional.)

Hide/Show
CPO
Instruction

1 Request General Information

1a Requested By **Campus**

1b Request Date **05/21/2013**

1c Campus Transaction Type **Revenue**

1d Pass-Through Entity **Inter-Campus/Agency**

CO Accounting Dept Use Only

Required Value Date

CPO Transfer Code

Accounting Contact

Enter Password to edit the CPO Package

2 CPO Contact Information

	Name (First, Last)	Email	Telephone Number	Dept Name
2a CPO Requestor/Contact	Susan Smith	susan.smith@csuci.edu	(805) 437-0000	Academic Affairs
2b Program Contact (Optional)				

3 CPO Details

3a CPO Subject Line
(Maximum 100 Characters) Registration Fees for Scurr Conference Remaining Characters 62

3b CPO Detailed Description
(Maximum 500 Characters) This transaction is to pay for registration fees to the Scurr Conference on November 1-3, 2013 Remaining Characters 404

4 Additional Instructions for CO Internal Use (Optional)

5 CPO Transfer Information

CPO Charge Detail						Campus Contact			
		5a				5c			
		Description 1		Description 2		Description 3		Name	Email Address
		Agency Total	Registration Fee					Dept	Telephone
5b	Systemwide Prov	6610	0.00	0.00	0.00	0.00			
	Chancellor's Office	6620	0.00	0.00	0.00	0.00			
	SW Clearing	6630	0.00	0.00	0.00	0.00			
	Bakersfield	6650	0.00	0.00	0.00	0.00			
	San Bernardino	6660	0.00	0.00	0.00	0.00			
	Stanislaus	6670	0.00	0.00	0.00	0.00			
	Chico	6680	0.00	0.00	0.00	0.00			
	Dominguez Hills	6690	0.00	0.00	0.00	0.00			
	Fresno	6700	0.00	0.00	0.00	0.00			
	Fullerton	6710	(200.00)	(200.00)	0.00	0.00	John Attendee	College of Business	(987) 654-3210
	East Bay	6720	0.00	0.00	0.00	0.00			
	Humboldt	6730	0.00	0.00	0.00	0.00			
	Long Beach	6740	0.00	0.00	0.00	0.00			
	Los Angeles	6750	0.00	0.00	0.00	0.00			
	Maritime Academy	6752	0.00	0.00	0.00	0.00			
	Monterey Bay	6756	0.00	0.00	0.00	0.00			
	Northridge	6760	0.00	0.00	0.00	0.00			
	Pomona	6770	0.00	0.00	0.00	0.00			
	Sacramento	6780	0.00	0.00	0.00	0.00			
	San Diego	6790	0.00	0.00	0.00	0.00			
	San Francisco	6800	0.00	0.00	0.00	0.00			
	San Jose	6810	0.00	0.00	0.00	0.00			
	San Luis Obispo	6820	0.00	0.00	0.00	0.00			
	Sonoma	6830	0.00	0.00	0.00	0.00			
	San Marcos	6840	0.00	0.00	0.00	0.00			
	Channel Islands	6850	200.00	200.00	0.00	0.00	Miss Coordinator	Deans Dept	(805) 456-7890
	CSURMA	7001	0.00	0.00	0.00	0.00			
	COINS	7002	0.00	0.00	0.00	0.00			
	Total		0.00	-	-	-			

6 Accounting Instructions

6a CSU Fund (Optional)

6b FIRMS Object Codes

Receiving Agency Accounting Entry		Remitting Agency Accounting Entry	
FIRMS Object Code	FIRMS Account Description	FIRMS Object Code	FIRMS Account Description
Dr. 101100	Cash - Short Term Investment	Dr.	
Cr. 580194	Cost Recovery from Other CSU Funds within 0948 (between campuses or CO)	Dr.	
Cr.		Dr. 660090	Expenses - Other

6.0 DEFINITIONS

Systemwide Investment Fund-Trust (SWIFT): CSU Investment Pool

Cash Posting Order (CPO): Mechanism to move Systemwide Investment Fund Trust (SWIFT) dollars between campuses and/or the (CO).

Allocations: CO, Systemwide (SW) or a campus supporting a specific program on another campus.

7.0 CONTACTS

Esmeralda Mendoza	Financial Analyst	x 3620
Myrna St Ana	Accounts Payable Supervisor	x8489

REVISION TRACKING

Document Title: CPO Request

Author: Missy Jarnagin

File Reference: Div of Finance & Administration>Administrative Directives>Section 30-Finance

Revision History

Revision Date	Revised By	Summary of Revisions	Section(s) Revised
	Click here to enter name of Person Revising.	Copy and paste to new template	Click here to enter Sections Revised.
			3.0 + 4.0

Review / Approval History

Review Date	Reviewed By	Action (Reviewed, Recommended or Approved)
10/21/13	Missy Jarnagin	Approved