

Business Operations Procedure

Summary

CSU Athletics Policy on the conduct of all essential business operations.

Purpose

To provide guidance on CSU Athletics Policy on the conduct of all essential business operations.

Policy

Department of Athletics

Business Operations Forms summary

State Request form (State account):

State payment request run through business operations. Form submitted through state accounting office.

Purchase Request form (State account):

Purchase orders over \$1,000 run through business operations. Form submitted through state accounting office.

Request for Re-Imbursement of Expenses form (State account):

Personal reimbursement run through business operations. Form submitted through state accounting office.

Team Group Travel Payment Request (State account):

Payment for team travel expenses (lodging, meals, etc.) run through business operations. DOES NOT INCLUDE PAYMENT FOR BUS DRIVER. Form submitted through state accounting office.

State Agency check request:

Handwritten check request; four- page carbon copy; Form submitted through state accounting office.

Request for Additional Payment:

Additional payment form is used when an employee performs duties outside normal course of work. Example includes a soccer coach hosting a soccer camp on campus. Form submitted through Human Resources.

Foundation Request form:

Foundation payment request run through business operations. Form submitted through University Foundation office.

University Advancement form:

General reimbursement allocation spreadsheet for receipts of multiple expenses. Form submitted through University Foundation office.

Advancement Deposit Form:

Deposit slip for donations. Form submitted through University Foundation office.

Cash Receipt Report:

Used for ticket sales of all sports. Form submitted through Bursar's office.

Cash receipt Report:

Used for fund raising for entry fees for events/tournaments; Nontax deductible donations submitted here.

Related USG Policy

N/A

Last Update

3/2017

Responsible Authority

Bryan Senior, CPA