

Account Related Frequently Asked Questions

1. When do I need a Payee Data Record (PDR)?

- A PDR is needed the first time an individual or a business (vendor) is paid through accounts payable (not payroll)
- Once a PDR is on file, it does not need to be resubmitted, unless the information on it has changed.
- To know if one is already on file, contact your account representative (Foundation Administration or RESP).

2. What do I do if I get a completed PDR that has the box marked ‘I am not a US citizen and I do not have a green card’?

- Contact Foundation Administration who serves as the Non-Resident Alien Contact for the Research and University Foundations.

3. Do I need to complete a travel request form before a trip if I am not asking for an advance?

- If you are a state employee, you need to complete a State Travel Form and turn it into the CSUC Travel Services clerk even if the trip will be fully paid for from Foundation funds.
- If you only employed by the Foundation, you do not need to complete a form unless you are asking for an advance.

4. Who can assist in filling out and processing travel request forms?

- Your foundation account representative (Foundation Administration, RESP Analyst or RESP Assistant) can assist you.

5. Who can assist in clearing advances?

- Your foundation account representative (Foundation Administration, RESP Analyst or RESP Assistant) can assist you.

6. How long does it take to process a check request if all the information is correct?

- It takes approximately one week to receive a check from the time the check request is received in either RESP or the Foundation Administration office.
- If an emergency, typed check is needed, it must be received by 8 a.m. in RESP or Foundation Administration. The check will generally be ready by noon.
- If the typed check is over \$5,000, it will need 2 signatures and the processing time will be longer (depending on the availability of individuals authorized to sign checks).

7. What are common errors that delay check request processing?

- Missing signatures
- Incorrect or missing backup documentation
- Incorrect project or object codes listed on the check request

8. When do I need to get a ‘One Up’ signature?

- If the check request is to the project director, it needs a “one-up” signature.
- If the project director is within the College of Natural Sciences or the College of Engineering, Computer Science, and Construction Management, the “one-up” signature must be the Dean.
- If the project director is within any other college, the “one-up” signature can be Carol Sager or Gail Hildebrand for RESP. Check with Foundation Administration for the authorized “one up” signor.
- If the check request is payable to a Dean or Vice-President, the “one-up” signature must be either the Provost or the Vice-President for Business and Finance.

9. When do I need two signatures on a check request?

- If the check request needs a “one-up” signature.
- For Annual Fund (project 06000-06999) check requests always require two signatures.

10. When do I need to complete the equipment inventory form?

- Anytime a piece of property is, or will be tagged. Please refer to the Property Policy for specifics available at www.csuchico.edu/resp/projadm/policies.

11. How do I get CDD.net access?

- Complete the CDD.Net access form available at www.csuchico.edu/resp/projadm/forms.
- Obtain the authorized signatures for the desired account access
- Return the form to RESP or Foundation Admin depending on the project access requested
- You will be notified when access has been activated

12. How do I get a petty cash fund in my office?

- Complete the Petty Cash Custodian form available at www.csuchico.edu/resp/projadm/forms.
- Attach the form to a Cash Request form and bring to either RESP or the Foundation Administration office

13. How do I get a new account set up?

- For a campus program account, complete the Account Request form available at www.csuchico.edu/resp/projadm/forms. Obtain the required signatures and submit to RESP
- For a University Foundation account, contact Foundation Administration.

14. When do I need a certificate of insurance for an event?

- When required by the facility contract

15. How do I get a certificate of insurance for an event?

- Contact Foundation administration office

16. Can I have checks mailed via inter-campus mail?

- No, for security reasons checks must be picked up at AS or mailed to a home address

17. What is the difference between reimbursed time certifications and cost share certifications? (Faculty could have both on one project.)

- When the effort expended on a grant or contract is part of a faculty's regularly assigned duties, there is no AWTU generated out of CMS.
 - If CSUC is reimbursed for this effort, a Reimbursed Time Certification is used to document the individual's time on the grant or contract.
 - If CSUC is not reimbursed for this effort, then a Cost Share Certification is used to document the individual's time as "match" on the grant or contract.

18. Whom should I contact if I have questions about a proposal or funded project?

- For proposals, contact the development specialist in RESP who is assisting the Project Director
- For funded projects, contact the grant/contract analyst assigned to that project.