

Chico State Enterprises Announcements

Thursday, November 10, 2022

Important Updates to Routinely Used Accounting Documents

As Chico State Enterprises (CSE) continues efforts to streamline our processes, one issue requiring regular follow-up has been the collection of foreign national tax information. Current CSE forms require this information, yet there is no field on the form to provide it. Consequently, below is a list of updated forms that include fields for the foreign national tax information, as well as other updates for routinely used transactions that can help reduce overall processing time.

We thank you in advance for your use of these new forms and your attention to these important changes. We welcome your feedback at jejavor@csuchico.edu or vkelly1@csuchico.edu.

NEW OR UPDATED FORMS AND GUIDELINES			
FORM	TYPE OF CHANGE	DESCRIPTION OF CHANGE	WEBPAGE LOCATION
Award Payment Form	Updated	Foreign national tax information added; Payee Data Record (PDR) information added; form reformatted	Located on the CSE Vendor Payments and Reimbursements page
CA State Travel Rate Guidelines	Updated	Updated to reflect latest CA State Travel Rates (CSR)	Located on the CSE Travel page
Enterprise Rental Request Form	New	Newly created form to provide guidance when requesting a rental vehicle	Located on the CSE Travel page
Honorarium Policy	Updated	Foreign national tax information added	Located on the CSE Vendor Payments and Reimbursements page
Honorarium Payment Form	Updated	Foreign national tax information added; form reformatted	Located on the CSE Vendor Payments and Reimbursements page