

Campus Charge Authorization System (CAFs)

On the CSU, Chico campus there are several “service centers” whose primary function is to provide services for other offices on campus. These centers cover some or all of their costs by charging the users of their services on a per-use basis. Since an office must authorize a charge to one of its accounts in order to obtain these services, the process for accounting and reporting these transactions is called the Charge Authorization System. This system is used to charge Foundation accounts and provide monthly charge notifications that summarize the charges to the account. A Charge Authorization Form (CAF) is used to order the work.

Obtaining and Controlling Charge Authorization Forms (CAFs)

CAFs are available from various campus offices depending on the service needed. Each CAF has a unique identifying number printed at the top. The project originally assigned responsibility for that CAF number is ultimately responsible for the charge. It is recommended that each project control forms by having only one person obtain and issue the forms for a specific project.

To obtain CAFs, call or email your request to the appropriate office:

Service Center	Services Offered	CAF Info
University Printing Services	Full service printing; copying, direct mail, and campus distributions.	Contact University Printing. Ask for: <i>University Printing Services Charge Authorization Form.</i>
Vehicle Reservations	A pool of vehicles is available to faculty and staff for use on state business.	Contact Vehicle Reservations. Ask for <i>Motor Vehicle Charge Authorization Forms for Auxiliary Accounts</i> (Green cover page)
Communication Network Services	Provides telephone service, voice mail, and high-speed remote connectivity to CSU, Chico campus.	Contact Financial Services. Ask for <i>Charge Authorization Forms for Auxiliary Accounts</i> (green cover page)
Telecommunications Services	Provides design and implementation of adds, moves and changes for both voice and data communications on campus. TSRV also provides connectivity to Pac Bell's ISDN and Centrex services.	Contact Financial Services. Ask for <i>Charge Authorization Forms for Auxiliary Accounts</i> (green cover page)
User Services	Provides computer hardware and software support through the help desk and field support. Contacts to the Help Desk are FREE. Requests requiring a field service technician are subject to charge.	Contact Financial Services. Ask for <i>Charge Authorization Forms for Auxiliary Accounts</i> (green cover page)
Other Service Centers		Contact Financial Services. Ask for <i>Charge Authorization Forms for Auxiliary Accounts</i> (green cover page)

Filling out the CAFs

When a Foundation project needs services, a CAF form must be completed. The CAF is a multi-part form. The last copy of the CAF is kept for your records; the other copies go to the service center when the request is placed.

While some CAF forms may differ slightly from others in color or format, there are information requirements common to all forms:

- **Department & Zip** – Use the department abbreviation and campus zip code for the office where work is to be delivered. Use the abbreviations and zip codes listed in the campus directory.
- **Auxiliary Account Number/Foundation** – This is your 5-digit project number and 4-digit object code where you want the charge billed.
- **Job Description/Identifier** – Fill in whatever will help you recognize the job requested on the CAF.
- **Request Date** – Fill in the date the CAF form is submitted to the service center.
- **Needed By** – Fill in the date by which the job needs to be done and bring it to the attention of the service center when the form is submitted.
- **Requested By** – Use the name of the person initiating the request. This is the person who will be contacted by the service center if there are any questions about the order.
- **Phone** – Use the campus phone number for the person initiating the request.
- **Pick Up or Deliver** – Mark X in the appropriate box as applicable to the job requested.
- **Approved Maximum** – A maximum cost amount can be entered here if a CAF request is likely to exceed a fixed budget. However, users are urged not to use this unless absolutely necessary as it may cause the service center to refuse the job.
- **Authorizing Signature** – Must be signed by an **authorized signer** on the project number to be billed. (An authorized signer is either the project director or a designee whose signature is on the project’s Signature Authorization Form and is authorized to sign on CAFs.)
- **Service Center Use Only** – Do not use this area; it will be filled in by the service center. Please call the specific service center if you have further questions about completing CAFs.

Monthly Charge Notification

Project directors receive a monthly notification from The Office of Research and Sponsored Programs detailing charges that will be billed to their project account, with the exception of telephone charges.

The monthly notification and copies of CAFs will be sent to the project director. Payment will happen automatically, no check requests or further processing on the part of the project director is needed. For questions about CAF charges billed to your account, contact The Office of Research and Sponsored Programs.

In addition, CAF charges can be viewed on IFAS.net where you can view information like this:

<u>Post Date</u>	<u>Reference</u>	<u>Description</u>	<u>Debit</u>
02/06/2004	4DEC99xxxxxxx	CSU CHICO	\$248.31

Actual date charges post to account.

This means charges were incurred in Dec 03, which is in the fiscal year 03/04.

You can identify a CAF charge by this description.

To obtain detailed information about telephone charges posted to your account, you may request access to the Admin Billing online system. You can get access to Admin Billing by initializing your **Wildcat** account and contacting Anne Ferguson (x4251) to be added to the Admin Billing system or request hard copies of the telephone billing.

Due to state-side processing time, posting of charges to your account may be delayed by one or two months from time of service. For example, charges incurred in October may not be charged to project accounts until December.