



OVERVIEW

The CSU, Chico Campus has designated Service Centers with a primary function of providing services to other campus departments. These centers cover some or all of their expenses incurred to provide services by charging departments on a per-use basis. The **Charge Authorization Form (CAF)** is used for the accounting and reporting of these transactions.

Process overview:

- 1) A Charge Authorization Form (CAF) is submitted by a department to a Service Center to request their services. State University, Associated Student (AS) or Chico State Enterprises (CSE) and University Foundation (UF) accounting information and authorized signature are required when the CAF is submitted to the Service Center.
- 2) Upon completion of the requested service, the Service Center records the charges on the CAF and forwards it to Financial Accounting and Reporting (FAR) for processing.
- 3) The FAR office will post charges to the appropriate state chartfield or process billing to Auxiliary projects for each month's chargeback cycle.
- 4) The CAF transactions will be posted monthly in the INSIGHT Repository Reports for reconciliation and data entry verification. For further information, see section about [reports](#) below.
- 5) Any corrections requested to CAF charges will be processed with the next regular monthly batch.

OBTAINING CHARGE AUTHORIZATION FORMS

CAFs are obtained by calling Financial Services, x5103 or emailing FAR@csuchico.edu. The forms have either a white or green cover page to differentiate between state and auxiliary funds.

- **White** CAFs are used to charge a State chartfield
- **Green** CAFs are used to charge an Auxiliary project (AS, CSE or UF)

Control of CAF forms is the responsibility of each office/department. Each CAF has a unique identifying number printed at the top right corner of the form. It is the responsibility of the office/department originally assigned to a CAF number to supply funding information for any charges incurred in the use of that specific CAF.

Some suggested methods for controlling the use of CAF forms include:

1. Having a designated individual in each office/department complete all CAFs.
2. Assigning each CAF to the requester on an as needed basis.
3. Checking out a batch of forms to frequent users within an office/department.

COMPLETING THE CHARGE AUTHORIZATION FORM

Each CAF has four sheets, the top (white or green) sheet will be submitted to FAR by the service center, the yellow sheet will be retained by the service center, the pink sheet will be returned to the requestor by the service center and the goldenrod should be retained by the requesting department.

Although there are differences in color and format of the State and Auxiliary CAF forms, some information requirements are common to all forms. All fields indicated below are required unless noted as optional. Service Centers will not accept CAFs that are missing required information.

- **CHARTFIELD STRING (White)** – Fill in the Chartfield String to be billed for the service requested. Verify the Chartfield is correct before submitting a request.
- **AUXILIARY TYPE, PROJECT AND OBJECT NUMBER (Green)**- Check the box provided to select the appropriate Auxiliary type (AS or FDN). Fill in the Project and Object number to be billed for the work requested.
- **DESCRIPTION/IDENTIFIER** - Provide a short description that will identify the particular service requested. This description will appear on the INSIGHT CAF Department Report.
- **REQUEST DATE** – Fill in the date the CAF form is submitted to the Service Center.
- **NEEDED BY** - (optional) – Fill in the date by which the job needs to be completed.
- **REQUESTED BY** – Fill in 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. This name will appear on the INSIGHT CAF Department Report.
- **PHONE** - Use the campus extension for the person initiating the request.
- **ZIP** – Use the campus zip for the person initiating the request.
- **APPROVED MAXIMUM** (optional) - A maximum amount for the service can be entered if a CAF request is being charged to an account with a fixed budget. When this information is filled in by the requestor, they may reject the completed job if the cost exceeds the maximum indicated. However, if the Service Center feels that the charge will surpass the authorized amount, they may refuse to perform the service. Users are urged not to complete the approved maximum information unless it is absolutely necessary.
- **AUTHORIZING SIGNATURE** (to pay charges) – The CAF must be signed by the person responsible or designee, for the department being billed. The CAF will not be accepted without this signature.
- **WORK TO BE PERFORMED** - Provide a detailed description of the service being requested. List all specifications and instructions necessary for the Service Center to complete the request.

A Chartfield String (white form) or Auxiliary Project (green form) is required

CHARGE AUTHORIZATION FORM

ON-CAMPUS SERVICE CENTERS PICK UP OR DEL Nº 295577

| | | | | | |
|------|----------|---------|---------|---------|-------|
| FUND | DEPT ID. | ACCOUNT | PROGRAM | PROJECT | CLASS |
|------|----------|---------|---------|---------|-------|

DESCRIPTION/IDENTIFIER

REQUEST DATE (MO/DA/YR) REQUESTED BY PHONE ZIP

NEEDED BY (MO/DA/YR) \$ APPROVED MAXIMUM (OPTIONAL) AUTHORIZING SIGNATURE-TO PAY CHARGES

WORK TO BE PERFORMED

SERVICE CENTER USE ONLY

UNIT CODE WORK ORDER NO.

FIELD #1 FIELD #2

FIELD #3

COMPLETION DATE (MO/DA/YR)

\$ COST CREDIT

White - Accounting Office - (Original)
 Canary - Service Center - File Copy
 Pink - Service Center - Delivery Copy
 Goldenrod - Originator's copy

April 2002

Must have Authorized Signature. (someone who has signature authority for the deptID or fund)

Detailed description of the requested service.

Service Center Use Only.

CONTACTS FOR CAF SUPPORT

The following list identifies potential problems and a contact for assistance. For any problem not covered on this list, email FAR@csuchico.edu.

| Problem or Question | Office Responsible for Correction |
|---|--|
| Unknown transaction appears on the INSIGHT CAF Report | FAR Office |
| Transaction on INSIGHT CAF Report appears in correct account number but wrong service heading | FAR Office |
| Any question regarding transactions appearing on the INSIGHT CAF Report | FAR Office |
| Explanation or correction for the cost of service | Service Center |
| Transaction has not appeared on INSIGHT CAF report although service was completed | Service Center |
| Charges exceed the approved maximum | Service Center |
| Services were not completed for a submitted CAF | Service Center |
| Questions concerning Associated Students accounts | AS Business Office |
| Questions concerning Chico State Enterprises accounts | CSE Administration Office or Sponsored Programs Office |

CORRECTION PROCEDURES

To request a correction **after a CAF charge has been posted to the month end report**, use one of the following procedures:

STATE DEPARTMENT CORRECTIONS

- For Charfield errors:
 1. Fill out a new CAF using the Chartfield String as shown on the original CAF. In the description field reference the original CAF number that is being corrected. In the bottom right corner of the form fill in the amount to be transferred and **mark the credit box with an X**.
 2. Fill out a second new CAF using the correct Chartfield String. All other information should be the same as on the CAF in step 1. Show the cost **but leave the credit box unchecked**.
 3. Keep the Originator's copy of each new form and send the CAFs to the appropriate Service Center with a note that this is a correction.
- For costing errors, the Service Center can complete a CAF to issue a credit to the Chartfield String used on the original form.
- For data entry processing errors, FAR office will complete CAF corrections. Please contact FAR@csuchico.edu.

AUXILIARY CORRECTIONS

The Project Director is responsible for reporting CAF errors to the Auxiliary

- For Project/Object number errors, the Associated Students, Chico State Enterprises Administration Offices, Office, and/or Sponsored Programs Office are responsible for corrections and transfers.
- For costing errors, the Service Center can complete a CAF to issue a credit to the Auxiliary listed on the original form.
- For data entry processing errors, FAR will complete corrections Please contact FAR@csuchico.edu.

CAF REPORTS

STATE DEPARTMENT REPORTS

The CAF Department Report, containing all the department CAF transactions, is available in the INSIGHT Repository. This report is updated once a month (usually between the 5th and the 10th) after the CAF cycle is complete. The CAF chargeback year for State accounts is June 1 to May 31. The CAF transactions occurring in June will appear on the INSIGHT report of the next fiscal year.

The screenshot shows the Insight Reporting Service interface. At the top, there is a navigation bar with 'Home | My Subscriptions | Help' and a search box. Below this, the breadcrumb trail reads 'Home > Financials > Financials 9.0 Reports > CAF Dept Report by Billed Date'. The main content area has a header 'CAF Dept Report by Billed Date' and a sub-header '7/29/2009'. The report is sorted by 'Service Unit, CAF # with Totals'. The data is presented in a table with columns: Billed Date, Service Unit, CAF #, WO #, Description, Fund, Account, Prog, and Charge/Credit Amount. The table lists several transactions for DeptID D12404, including items like 'OFFSET PRINTING', 'COMPUTING FIELD SERVICES', 'ATEC WEB SERVICES', 'FMS WORK ORDERS', 'COPY CENTER', 'OFFSET PRINTING', and 'VILDCAT CARD'.

| Billed Date | Service Unit | CAF # | WO # | Description | Fund | Account | Prog | Charge/Credit Amount |
|-------------|--------------------------|--------|--------|--------------------------------|-------|---------|------|----------------------|
| 01/31/09 | OFFSET PRINTING | P67945 | 046031 | #10 ENVELOPES ACCOUNTS PAYABLE | G1006 | 660002 | | 106.79 |
| 02/28/09 | COMPUTING FIELD SERVICES | 299866 | 139728 | MEMORY UPGRADE - TRVL ACCTG | G1006 | 660003 | | 27.00 |
| 05/31/09 | ATEC WEB SERVICES | 299854 | | WEBSITE MAINTENANCE | G1006 | 670C30 | | 264.00 |
| 05/31/09 | FMS WORK ORDERS | 299867 | W59551 | REKEY LOCK KNDL 208 CLOSET | G1006 | 670C01 | | 50.00 |
| 07/31/08 | COPY CENTER | P73925 | 043404 | YR END FINANCIAL STATEMENTS | G1006 | 660002 | | 154.86 |
| 09/30/08 | OFFSET PRINTING | P73926 | 044039 | CHARGE AUTHORIZATION FORMS | G1006 | 660002 | | 532.12 |
| 09/30/08 | OFFSET PRINTING | P73927 | 043976 | CAF'S AUXILIARY | G1006 | 660002 | | 633.05 |
| 09/30/08 | VILDCAT CARD | 299860 | | VILDCAT CARD PROGRAM | G1006 | 660003 | | 200.00 |

All charges during a reporting period will be listed by the DeptID. Using the CAF number, match the hard copies of the CAF to the entries on the CAF Department Report to ensure the charges listed are valid and all transactions have been included.

Note: Vehicle Reservation charges will not show up on this report. Please use the Insight Transaction Report for charges and the EasyTrip Request for details.

AUXILIARY REPORTS

The chargeback year for Auxiliary account users is July 1 through June 30. A printed copy of the INSIGHT CAF Report, with the monthly invoices, is sent from the Accounting Operations Office to the Auxiliary Offices. The CAF report contains all transactions billed to the Auxiliary Projects. The Auxiliary Offices forward a copy of the monthly CAF Report to the Project Directors to review for accuracy.

All charges during a reporting period will be listed for the Auxiliary by project and object numbers. Using the CAF number, match the hard copies of the CAF to the entries on the CAF Report to ensure the charges listed are valid and all transactions have been included.

The Associated Students Business Office will process the payments to CSUC-Cashiers Office and post the CAF charges to the Auxiliary Project. The Project Directors should access the IFAS.NET University and Chico State Enterprises reports to verify the accuracy of the CAF charges posted to the Project.

Account Number 60349

8151 PRINTING SERVICES

| Caf Id | Form Number | Wo Vh Num | Description | Requested By | End Date | Cost_amt |
|--------|-------------|-----------|-----------------|--------------|------------|-----------------|
| 43571 | P57634 | 028734 | DUAL LETTERHEAD | STRISOWER | 02/10/2006 | \$116.90 |
| | | | | | | \$116.90 |

8151 UPS COPY CENTER

| Caf Id | Form Number | Wo Vh Num | Description | Requested By | End Date | Cost_amt |
|--------|-------------|-----------|---------------------------|--------------|------------|----------------|
| 43403 | P69600 | 028859 | 02 JOBS 1/26-2/1/06 | PRNT | 02/03/2006 | \$23.72 |
| 43609 | P57635 | 029002 | ENGLISH APP | MORENO | 02/06/2006 | \$30.24 |
| 43656 | P57638 | 029147 | SCORE FORM | FERNANDEZ | 02/16/2006 | \$6.50 |
| 43829 | P69004 | 029257 | 02 JOBS 02/16/06-02/22/06 | PRNT | 02/23/2006 | \$34.20 |
| | | | | | | \$94.66 |

8090 MOTOR POOL RENTAL VH

| Caf Id | Form Number | Wo Vh Num | Description | Requested By | End Date | Cost_amt |
|--------|-------------|-----------|--------------|--------------|------------|-----------------|
| 43130 | 801378 | ENT | COORD TRAVEL | FERNANDEZ | 01/07/2006 | \$250.06 |
| 43131 | 801385 | ENT | TUTOR TRAVEL | SHUEY | 01/25/2006 | \$63.30 |
| 43132 | 801383 | ENT | TUTOR TRAVEL | SHUEY | 01/24/2006 | \$59.55 |
| 43133 | 801381 | ENT | TUTOR TRAVEL | NEUMAN | 01/23/2006 | \$57.55 |
| 43134 | 801387 | ENT | TUTOR TRAVEL | SHUEY | 01/26/2006 | \$57.55 |
| 43135 | 801388 | ENT | TUTOR TRAVEL | RANDHAWA | 01/26/2006 | \$62.86 |
| | | | | | | \$550.87 |

SERVICE CENTER REPORTS

CAF transaction details for Service Centers are reported through the INSIGHT Service Center CAF Reports by CAF unit.

Home > Financials > Financials 9.0 Reports > CAF Service Center Report

Select Unit Code(s): 1

Service Center Management Reports
CAF By WO & CAF # - Sorted on WO & CAF # with Total

ATEC GRAPHICS

| WO# | CAF# | Unit | Requested By | Request Date | Beg Dat (Trip) | End Dat (Trip) | Source | Description | Fund | Deptid | Account | Pr |
|------|--------|------|--------------|--------------|----------------|----------------|---------|---------------------------------|-------|--------|---------|----|
| 2757 | 299513 | 1 | K WILLIAMS | 6/1/2008 | | | 1.5-GFR | DIRECTORY COVER 08-09 | GRA06 | D04000 | 660003 | 41 |
| 2768 | 297720 | 1 | Y BEALER | 4/14/2008 | | | 1.0-GF | S08 SOE NEWSLETTER | G1006 | D07400 | 660003 | |
| 2771 | 299231 | 1 | N GEBICKE | 4/17/2008 | | | 2.0-O5 | BROCHURES-MP BOOKLET | D3261 | D18207 | 660003 | 5F |
| 2772 | 92464 | 1 | CINDY HAWS | 4/17/2008 | | | 3.0-A5 | DESIGN CHANGES TO MP ORDER FORM | | | | |
| 2773 | 92465 | 1 | CINDY HAWS | 4/17/2008 | | | 3.0-A5 | SACK LUNCH ORDER FORM | | | | |
| 2775 | 299631 | 1 | A GALVAN | 4/28/2008 | | | 2.0-O5 | WELCOME HOME | D3261 | D18207 | 660002 | 5F |
| 2776 | 290633 | 1 | NEEDELS | 4/24/2008 | | | 1.0-GF | IMC/WALKING TOUR | G1006 | D00700 | 660003 | |
| 2777 | 296020 | 1 | DIANE SMITH | 5/16/2008 | | | 1.0-GF | INITIAL INFO RECRUITING PIECE | G1006 | D04400 | 660003 | |
| 2782 | 919792 | 1 | SAXE | 5/5/2008 | | | 5.0-UF | TELLESEN BRONSON TANNEN HOGUE | | | | |
| 2783 | 92055 | 1 | S. MAURSETH | 5/6/2008 | | | 5.0-UF | LADSED MEMBER CAMPAIGN | | | | |
| 2787 | 297546 | 1 | J. HANEY | 6/23/2008 | | | 1.0-GF | LINK DESIGN CONSULTING | G1006 | D07000 | 660003 | |
| 2788 | 299175 | 1 | S HEDRICK | 6/12/2008 | | | 1.0-GF | DESIGN FALL RECEPTION INN | G1006 | D00100 | 660C01 | |
| 2789 | 917880 | 1 | STEINER | 6/1/2008 | | | 4.0-RF | CCHE CONFERENCE BOOKET | | | | |

Each month the Service Center income can be reconciled with the accounting entries in the Transaction Reports.

The Income Accounts are determined by a combination of CAF Funding Source & the Service Center Income Fund:

| <u>Source</u> | <u>Account</u> |
|--|----------------|
| Payment & Income Same CSU Fund | 570R00 |
| Payment & Income Different CSU Funds | 580094 |
| Project Fund Payment & Income Diff CSU | 580096 |
| Funds 3.0 Associated Students | 580R22 |
| 4.0 Chico State Enterprises | 580R23 |
| 5.0 University Foundation | 580R24 |