

CSU, Chico  
CPO Guidelines

Instructions when CSU, Chico is due funds or owes payment to another CSU Campus or the Chancellor's Office.

When our campus is due funds or owes payment to another CSU Campus or the Chancellor's Office money, a process called Cash Posting Order (CPO) is utilized. This is the process used to move funds back and forth between CSU campuses and the Chancellor's Office, eliminating the use of invoices and checks.

- Example 1 – Conference Registration dues to be paid to another campus: If a member of our campus attends a conference at another campus and needs to pay a registration fee, a CPO will be issued instead of sending a check. The host campus will obtain registration forms from each attendee and then create a CPO request in order to get paid. The host campus will send the CPO request to the Chancellor's Office, who will in turn request approval to pay from each campus for the attendees they sent. In this case, the campus member attending the conference should note in the comments section of a travel expense claim (section 26) that a CPO will be processed for registration dues. This ensures that accounting is aware of the expense and knows the chartfield string to charge when the Chancellor's Office requests payment. The registration fee should be included on the travel expense claim as a Business Expense (column 12) and as Prepaid Registration (section 19). If there are no expenses to claim for reimbursement, a zero dollar claim should still be turned in with a note that a CPO will be issued and a chartfield string to charge.
- Example 2 – Chancellor's Office will reimburse travel expenses: If a member of our campus travels and the Chancellor's Office has committed to reimbursing their travel expenses, a CPO will be used. The traveler should turn in a travel expense claim noting in the comments section that the trip is going to be reimbursed by the Chancellor's Office or another CSU campus. Denise Gavello in Accounting Operations, x4492 should also be contacted so she can begin preparing the CPO documents to be sent to the Chancellor's Office to initiate reimbursement request.  
The Accounts Payable department will process the travel claim and reimburse the traveler for the expenses that the traveler incurred. Once reimbursement is received from the Chancellor's Office, funds will be allocated to the department, offsetting the expenses reimbursed to the traveler.
- Example 3 – Our campus hosts a Conference: If a department on campus hosts a conference in which members from other CSU Campuses or the Chancellor's Office attend, we will collect funds for those attendees via the CPO process. In this case, the department in charge of registration should work with Denise Gavello in Accounting Operations, x4492. Denise will need a list of attendees from the other CSU campuses and the Chancellor's Office for the CPO. She will send a CPO request to the Chancellor's Office to collect payment from the other campuses and disburse the funds to the department holding the conference. Denise will also need the appropriate chartfield string in order to deposit funds appropriately.

- Other times when a CPO may be used
  - Awards/Grants
  - Development
  - Release Time
  - Cost Recovery
  - Training
  - Allocation of centrally paid expenditures (i.e. Fire Marshall charges, library subscriptions, etc.)

\*Note: Any transactions between the CO/CSU campuses and an auxiliary cannot be completed through the CPO process.

Full CPO guidelines from the Chancellor's Office are also available at:

<https://cyou.calstate.edu/Tools/Financial/cpo/PublishingImages/CPO%20Guidelines.pdf#search=cpo%20guidelines>