Cash Posting Order (CPO) Procedures for Campus Departments

Background and Purpose

Cash Posting Orders (CPOs) are the tool used to move cash between CSUEB and either another CSU campus or the Chancellor's Office (CO). Any transfer between two or more CSU campuses or CSUEB and the CO should be processed with a CPO. All CPO transfers should be requested through General Accounting.

Examples of CPO's:

- Travel reimbursements from the CO
- Payments to another campus for conference registration
- Reimbursements by CO or other CSU campus for a portion of salary

Contacts

The first point of contact for a CSUEB department should always be the following General Accounting staff:

Donna Arredondo donna.arredondo@csueastbay.edu (Main Contact)
Marissa Fournier marissa.fournier@csueastbay.edu

Steps to request a CPO be Initiated

1. Campus department gathers the following information:
    a. Contact phone number and email addresses for departmental and accounting personnel involved from both campuses/CO involved in the agreement.
    b. Any documentation that will provide sufficient details to calculate the dollar amount to be transferred, the time period covered, and what is being paid for. This can take the form of a Memorandum of Understanding (MOU), memos, email string, or other document. Note: A CPO initiated by the campuses can only be processed for the current fiscal year. If an agreement spans more than one fiscal year, a new CPO request will need to be initiated by the CSUEB department at the beginning of the new year.
    c. Approval/acceptance of the amount to be charged from the campus that will be paying. This can take many forms. It can be a signature on an MOU or an email from an employee authorized to approve expenditures.

   d. Chartfield string where charges should be posted or where credit should be posted when the final CPO is received.
2. Campus department forwards above information and backup documents via email to the General Accounting department. Donna Arredondo is the Accounting contact, as noted above.
3. General Accounting reviews information and requests more information if necessary.
4. Once the information is complete, General Accounting prepares a CPO request form, attaches the appropriate documents and contact information, and submits via the CPO to the CO.
5. The CO-Accounting Office reviews the documents provided and gets approval from either the CO-other department or from the other campus using the contact information provided on the CPO request.
6. The CO generates the final CPO and distributes to the campuses involved.
7. General Accounting records the CPO in PeopleSoft using the chartfield string(s) provided by the campus department.