

Auxiliary Payments to California State University, Fresno

The University Accounting Services Office expends measurable resources in providing billing services to outside organizations. To ensure that account processing is properly billed and collected, the following is to clarify proper billing procedures for Auxiliary payments. These procedures apply to all Auxiliary organization accounts, excluding The Ag Foundation of California State University, Fresno.

The Auxiliary Accounting Office will only accept invoices issued from the University Accounting Service Office as the appropriate documentation for payment of expenses. Therefore, it is important that departments submit requisitions for reimbursement of expenditures through the University Accounting Services Office for invoicing. Requests for reimbursement submitted from departments to the Auxiliary Accounting Office in any other format will be refused by them and returned for correct processing.

If there are any questions, please contact Patricia Work at 278-2911.

Robert P. Vega
Director of Accounting Services