

**7 Reimbursement of Expenses**

Business Unit	Fiscal Year	Period	Accounting Date	Doc ID	Doc Src Fdescr	Doc Ln Descr	Amount	Account Fdescr	Fund Fdescr	Dept Fdescr	Purchase Order	Supplier ID	Supplier Name	Invoice ID	Jrnl ID	Ledger Fdescr
SFCMP - San Francisco State University	2023	9	03/28/2024	00564177	VCH - AP Voucher Accounting	Increase PO P21006 - Digital D	30,000.00	660017 - Advertise and Promotional Publ	NG001 - General Support & Student Fees	5026 - Marketing & Enrollment Mgmt	P21006	0000030666	DIGITALDYN-001	2817	APV2307034	ACTUALS - Actuals Ledger
SFCMP - San Francisco State University	2023	9	03/28/2024	00564178	VCH - AP Voucher Accounting	Increase PO P21006 - Digital D	10,000.00	660017 - Advertise and Promotional Publ	NG001 - General Support & Student Fees	5026 - Marketing & Enrollment Mgmt	P21006	0000030666	DIGITALDYN-001	2818	APV2307034	ACTUALS - Actuals Ledger
SFCMP - San Francisco State University	2023	9	03/28/2024	00564179	VCH - AP Voucher Accounting	Increase PO P21006 - Digital D	10,000.00	660017 - Advertise and Promotional Publ	NG001 - General Support & Student Fees	5026 - Marketing & Enrollment Mgmt	P21006	0000030666	DIGITALDYN-001	2816	APV2307034	ACTUALS - Actuals Ledger
<b>Grand Total</b>							<b>50,000.00</b>									

Account	Fund	Dept II	Program	Class	Project ID	Description	Sta	Stat Amou	Jrnl Line Ref	Amount	Type of Adjustm
Required (6 digits)	Required (5 digits)	Required (4 digits)	Optional (4 digits)	Optional (5 digits)	Required - Grants & Contract Fund (8-9 digits)	Maximum 30 characters	Optional	Optional	Reference for Original Transaction, e.g. Voucher, Journal ID, Document ID.	Required - Debit amount = Positive Credit amount = Negative	Posting Error, Transfer of Fund, Payment Adjustment, etc.
660017	NG001	3235				BPO for Digital Dynamics 360			00564177	30,000.00	
660017	NG001	5026				EXPENSE REIMB FR LFCOB			00564177	(30,000.00)	Reimbursement
660017	NG001	3235				BPO for Digital Dynamics 360			00564178	10,000.00	
660017	NG001	5026				EXPENSE REIMB FR LFCOB			00564178	(10,000.00)	Reimbursement
660017	NG001	3235				BPO for Digital Dynamics 360			00564179	10,000.00	
660017	NG001	5026				EXPENSE REIMB FR LFCOB			00564179	(10,000.00)	Reimbursement

**Journal Entry Request Explanation:**

Request for fund transfer from Lam Family College of Business to Strategic Marketing and Communications for General, Declared and Undeclared enrollment campaigns.

**Comments:**

- 1 Description for the dept that paid for the expenses should read "Expense Reimb from" dept reimbursing
- 2 Provide copies of invoices paid
- 3 pdf version of template must be signed by someone who has Delegation of Authority (DoA) on file in OnBase
- 4 must send to journalrequest@sfsu.edu, pdf (signed template, FDW report, invoice/receipt, email, ect.) and excel version of template