

**BEACH CLUB CARD**  
**SETTLEMENT/REPLENISHMENT**  
 CALIFORNIA STATE UNIVERSITY, LONG BEACH FOUNDATION  
 (562) 985-5430

|                                |
|--------------------------------|
| Vendor # _____                 |
| Key Date _____                 |
| <i>For Foundation Use Only</i> |

|                              |   |
|------------------------------|---|
| Date _____                   | Dept. Ref. # (Reserved for Dept. Use) _____ |
| The 49er Shops               |   |
| Payable To _____             |   |
| Beach Club Card Member _____ | Social Security Number _____                |

Check to be distributed as follows:

US Mail

Payee Pickup  
 Payee's \_\_\_\_\_

Payee must present appropriate I.D. before check will be released.

- |    |  |                             |
|----|--|-----------------------------|
| 1. | Card Value   | \$ _____                    |
| 2. | Total amount of receipts/ support documents attached*  | \$ _____                    |
| 3. | Project # (8 digits)                      G/L Line Item # (6 digits)   | \$ _____                    |
|    | (Last Two Digits Reserved for Dept. Use)   | \$ _____                    |
|    | _____  | \$ _____                    |
|    | _____  | \$ _____                    |
|    | _____  | \$ _____                    |
|    | Continued on next page? <input type="checkbox"/> Yes <input type="checkbox"/> No   |                             |
| 4. | TOTAL (Replenishment Check Amount)   | \$ _____                    |
| 5. | CREDIT   |                             |
|    | Project # (8 digits)                      G/L Line Item # (6 digits)   |                             |
|    | (Last Two Digits Reserved for Dept. Use)   |                             |
|    | _____  | \$ (                      ) |
| 6. | Value Remaining on Card  | \$ _____                    |
| 7. | FOR PURCHASES OF FOOD (lunch/dinner meetings, etc.) PLEASE PROVIDE THE FOLLOWING:<br>Persons Attending: (Please list all attendees and their affiliation - you may use an attached list) |                             |
|    | _____  |                             |
|    | _____  |                             |
|    | _____  |                             |

How did the meeting benefit the educational mission of the University? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Attached receipt/support documents must add up to this total and each item should have the following: date and description.  
 I certify that these expenditures reimbursement meet the policy requirements of ABS 83-13.

|  |      |
|--|------|
| Signature of Card Holder                                   | Date |
| Approved By (Project Director or Authorized Administrator) | Date |
| Presidents Designee (Only necessary for food purchases)    | Date |

AP012                      **Distribution:** Two - Foundation, One - Project, One - Card Holder                      April 30, 1997

**\*\*\*INSTRUCTIONS\*\*\***

**BEACH CLUB CARD SETTLEMENT/REPLENISHMENT**

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BEACH CLUB CARD FROM 49er SHOPS

Beach Club Cards are purchased from the 49er Shops for use in all 49er stores, campus copy center and the Chartroom. Users receive credit by pre-payment to the 49er Shops of a set dollar amount (minimum \$50.00). Credit is given to the Beach Club account and purchases can be made using the staff card with the metallic strip until the credit/dollar amount is exhausted. Credit can then be replenished.

FOUNDATION

A Disbursement Check Request payable to the 49er Shops for the purpose of establishing a Beach Club Card Account must first be sent to the Foundation. The Disbursement Check Request must include the name and social security number of the card holder. *The Project Director's signature is required on all requests for Beach Club Card Accounts.* The Foundation expenses the card amount to the project as a cash advance. As purchases are made, original receipts must be kept. As necessary, a Beach Club Card Settlement/Replenishment form must be completed to reduce the amount of the cash advance, to charge expenses to appropriate G/L categories and to replenish the card for the amount expended.

COMPLETION PROCEDURES

DATE - Date Settlement/Replenishment form was completed.

DEPT. REF. # - This reference number is supplied by the project to simplify reconciliation of monthly reports. The Foundation will key in this number when paying the request. Use of this reference number is optional. The number will appear on the transaction's reference line on the monthly report.

BEACH CLUB CARD MEMBER - Name of the Beach Club Card holder.

SOCIAL SECURITY NUMBER - The card holder's social security number.

- CARD VALUE - Total dollar value of the card (i.e., \$500).  
TOTAL AMOUNT OF RECEIPTS - If this form is being used to begin a Beach Club Card Account, please enter N/A here. Sum of all receipts for this settlement (i.e., \$248). Receipts should be *taped* to an 8-1/2" x 11" sheet of paper. Each receipt should be annotated with the date of the purchase, a short description, and the purpose of the purchase. If additional lines are needed, please attach a separate sheet of paper and check "yes" next to Continued on Next Page.
- PROJECT # and G/L LINE ITEM # - The project number and G/L line item number where the expense should be charged for each purchase (See Chart of Accounts; i.e., 06000100, 510500 - Computer Supplies, \$50). Provide the dollar amount charged for that Line Item Account Number. The last two digits of the G/L Line Item Number are designated by the Foundation as zeros; however, the Project may make arrangements with the Foundation to use these numbers to define expenses for tracking purposes. If there is more than one project charged or more than one Line Item Account Number charged, use as many lines as there are individual charges. For example:

| Project # (8 digits) | G/L Line Item # (6 digits) | Amount         |
|----------------------|----------------------------|----------------|
| <u>06003500</u>      | <u>510000</u>              | <u>\$25.00</u> |
| <u>06003500</u>      | <u>584000</u>              | <u>\$75.00</u> |

- TOTAL - Sum of all expenses. *Line #2 and line #4 should always be equal.*
- CREDIT PROJECT # and G/L LINE ITEM # - The project number used to establish the Beach Club Card should be written here. The total from line #4 should be written on line #5. This will reduce the amount of the cash advance by the amount that has been expended. This project number and G/L line item number will also be used to charge the amount of the replenishment check. If an Indirect Cost Account is used for the cash advance, that project number should be written here.
- Subtract line #5 from line #1 to get the value remaining on the card.
- If the purchase was for lunch or food items, please include the names of those attending and how the meeting benefitted the educational mission of the University. If you are beginning a new card please note this in this space.

SIGNATURE OF CARD HOLDER - The Beach Club Card holder must sign the settlement certifying that expenses meet the policy requirements of ABS 83-13 (ABS 83-13 is in the Accounts Payable section of the Project Director's Manual).

APPROVED BY - An Authorized Administrator must approve the charges. If the card holder is a subordinate, the Project Director may sign. If the card holder is the Project Director, the Department Chair, Administrative Services Manager, Dean or Division Vice President may sign.

PRESIDENT'S DESIGNEE - The President's Designee only signs for food services to meet community relations reporting requirements of the Chancellor's Office. The Foundation will forward settlements to the designee for his approval.

When the cash advance is completely cleared, a new check request can be processed to replenish the amount of the Beach Club Card.