TUC Electronic Check Request Form
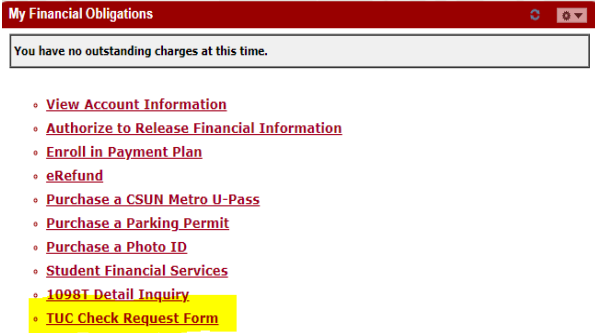## *Student Submitter's Guide*

Students can now submit payment requests for any TUC fund via TUC Electronic Check Request form through the myNorthridge portal. This system does not cover expenses to payroll, travel, and purchase order procedures, and only applies to reimbursements using check request paper form.

My Financial Obligations

You have no outstanding charges at this time.

- View Account Information
- Authorize to Release Financial Information
- Enroll in Payment Plan
- eRefund
- Purchase a CSUN Metro U-Pass
- Purchase a Parking Permit
- Purchase a Photo ID
- Student Financial Services
- 1098T Detail Inquiry
- **TUC Check Request Form**

Log in to myNorthridge Portal. Under Financial Matters tab at the top of the screen, click **TUC Check Request Form link** in **My Financial Obligations** pagelet.

WARNING! **If the form is plain white, please clear your browsing history and try to log in the portal again to access the form.**

Please refer to the screenshot on the next page for the instructions below. Please remember, ONE REQUEST PER PAYEE and kindly use Chrome or Firefox as your browser.

1. Payee	• Payee is a person whom money is paid, or is to be paid. • Enter Payee's full name and address. Date needed should be 7 business days after submission date. • Choose "Yes" if Payee is a Principal Investigator (PI for projects) or Fund Director (for TUC A or E funds).
2. Cost Allocation	• Enter chartfield combination: account, fund, department ID, project, and total amount to charge on the account/project. Add a line for each chartfield combination. There is no limit to the number of chartfield combo!
3. Reason for Payment	• Enter description of charges, or what are these charges for. Include amount. Add as many lines as you want!
4. Totals	• Cost allocation total is taken from #2 Amount, while Detailed Total Amount is from #3 Amount. These two values must match.
5. Supporting Documents	• Attach supporting documents, such as receipts, invoices, etc.
6. Payment Authorization/ Payment Instructions	• At this time, TUC is only mailing checks to the payees until further notice.
7. Submitter Information/Submit	• When you are done, click "Submit". The submitter will receive an email of their request. The website will redirect you to a confirmation page when the request is successfully submitted.

Please reach out to the Principal Investigator, faculty, or administrator if you have any questions about your payment request. Questions regarding the system? Please contact The University Corporation at 818-677-5298.

Check Request Form

Check Request

TUC Check Request Status
NEW REQUEST

Instructions

1. Complete payment request form to include all detailed information. Please do not include any information in the form that is considered a protected data level 1.
2. Attach required supporting documentation (maximum file size is 25MB). Please refer to the TUC Purchasing Policy.
3. A copy of the payment request will be sent to the requestor via electronic mail after submission.
4. Please contact Accounts Payable at ext. 7289, or the main TUC line at ext. 5298, if you have any questions.

1. Payee

1

Payee Name *

Date Needed

Payee Address *

Is the payee of this request also the lead PI or the Fund Director? *
- Yes ○ No ○

2. Cost Allocation

2

Add

Remove

Account *	Fund *	Dept ID *	Project ID	Amount *
	▶		▶	

3. Reason For Payment

3

Add

Remove

Reason For Payment *

Amount *

4. Totals

4

Cost Allocation Total

Detailed Total Amount

Grand Total

5. Supporting Documents

5

Please attach any support documents related to this Check Request.

Attach Check Request Supporting Documents

6. Payment Authorization/Payment Instructions

6

Payment Type
- ● Check will be picked up at The University Office
- ○ Mail check to payee
- ○ Mail check to this following mail drop on campus

7. Submitter Information

7

Submitter CSUN ID

Submitter Full Name
Grace Stank

Submitter Email
GRACE.SLANK@CSUN.EDU

Submitter Extension

Submit Date
01/17/2020

Submit