

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
400 Golden Shore Drive
Long Beach, California 90802-4275
(562) 985-2900

Date: March 17, 1997 Code: AD NOAT 97-16

To: Accounting Officers

From: 
George A. Pardon
Accounting Director
Business and Finance

Subject: Student Friendly Activity through February 28, 1997

Cumulative electronic student application activity for your campus is detailed on the attached worksheet. This information may be used to assist in reconciling cash receipts to total applications received. Campuses should record the full amount of unpaid electronic applications as a receivable from the Chancellor's Office.

The report is composed of three sections:

- (1) a cumulative listing of applications and their current status;
- (2) a summary by application status; and
- (3) listings of current month payments, fee waivers and void transactions.

The Cashier's Office copy of this memo includes a warrant for payments received by the Chancellor's Office since the inception of the project. Payments to the campuses for any uncollected fees from students who did not qualify for an application fee waiver will be made following the transfer of the cash receipts process to the campuses (scheduled for November 1, 1997). Campuses should notify the Chancellor's Office Accounting Department of any electronic application fees received by their campus directly from the applicants.

If you have questions about the worksheet or accounting issues, please contact Mr. Bill Musselman at (562) 985-2900 or via E-Mail at william_musselman@calstate.edu. Please contact Ms. Judy Osman at (562) 985-2944 or via E-Mail at judy_osman@calstate.edu with admissions issues.

GAP:WPM:js AD NOAT 97-16

Attachment

- c: Directors, Admissions and Records
Cashier's Office (with check)
Mr. Allen Firstenberg
Mr. William Musselman
Ms. Judy Osman