    d. Chartfield string where charges should be posted or where credit should be posted when the final CPO is received.
2. Campus department forwards above information and backup documents via email to the General Accounting department. Donna Arredondo is the Accounting contact, as noted above.
3. General Accounting reviews information and requests more information if necessary.
4. Once the information is complete, General Accounting prepares a CPO request form, attaches the appropriate documents and contact information, and submits via the CPO to the CO.
5. The CO-Accounting Office reviews the documents provided and gets approval from either the CO-other department or from the other campus using the contact information provided on the CPO request.
6. The CO generates the final CPO and distributes to the campuses involved.
7. General Accounting records the CPO in PeopleSoft using the chartfield string(s) provided by the campus department.