RMDZ Zone Information Reporting System (ZIRS) Zone Incentive Funds (ZIF) Updates

November 2011



ZIF Updates

- One-Stop Entry for All ZIF Functions
- VDR Automatically Attached
- Reimbursement Form Automated

VDRs and ZARs

- Vendor Data Record (VDR) Overview
- Zone Annual Report (ZAR)
 Due Date Reminder
- Business "Latest Communication" Snap Shot View

Cal Recycle

RMDZ ZIRS ZIF Updates -> One-Stop Entry for ZIF Functions-> Navigating to the ZIF Tab

- 1. Click "Zone" on Left Navigation Bar (Zone Link Screen Removed for ZAs! One Less Step!)
- 2. Click the ZIF Tab.
 - 1. Summary List of ZIFs will Appear
 - 2. "Add ZIF" Button will Appear.
- 3. Click desired ZIF. ZIF Summary Page will appear.



RMDZ ZIRS ZIF Updates -> New ZIF Enhancements

- 1. ZIF Summary Page Subtab
- 2. Responsibility Labels: <u>ZA</u> Request, <u>ZL</u> Review, <u>ZC</u> Approval
- 3. ZIF Document Subtab now in same set of Subtabs (One less entry area!)
- 4. ZIF Documentation Summary Box
- 5. VDR Automatically Attached (One less attachment!)
- 6. Reimbursement Form Now Automatically Generated (One less form to complete!)

Recycling Market Development Zone	is V2.6 Authorized Use Only Home Reports Help Sign Out
Home	
Zones	Summary General Contacts Addresses Businesses Loans Activities ZIF Documents Communications
Businesses	ZIF: 01126-Other
Loans	Summary 25 Request 12 Review 120 Approval Payment 21 Documentation
Annual Reports	ZIF Information Zone Information
Activities (ZAP)	ZTE Status: Pre-Approved Print ZTE Information Tehama RMD2 URI
Incentive Funds (ZIF)	19995 Plymire Rd, Red Bluff, CA 96080-9542 Map
Communications	Zone Administrator (2A) Request Administrator: Kristina Miller (530) 528-1103 Email All
Documents	Request status: summed for PreApproval Date: 0/50/2011 Zone Liaison: Cindi Rumenapp (916) 341-6604 Eiscal Year: 2014 (916) 341-6604 (916) 341-6604 (916) 341-6604
RMDZ Internet Home	Category: Industry Trade Shows, Conferences
	ZIF Activity: Other
	ZIF Activity Objective: To become more adept in the field of economic development
	ZIF Activity Description: Training at Introduction to Economic Development Certificate Program Location California State University, Fresno 5241 N. ZIF# FISCAL YEAR STATUS AMOUNT(\$)
	for both new professionals entering the field of economic development and existing professionals including elected officials
	who want to advance their career and better serve their community. Participants have the opportunity to I
	Request Amount 1,215.77 [102 2010-2011 Paid 290.00]
	Expected Completion Date: 10/21/2011 2011 2,137.00 How will funds be used: 4500.00 course fees. \$475 for 5 pinbts hotel stay (includes tayes). \$280.50 mileage expense for round trip travel at \$0.51 per mile 5
	days of meal expenses at \$75.00.
	Proposed Accomplished
	Activity Metrics: The ZA is well trained and coursed in the field of liandhill and ZA attended the Economic Development Training at CSU recyclables management. The ZA des not have any Fresho.
	expertise in the field of economic development. The ZA will
	attend the Economic Development Certification Training Program at Call State Freso. DATE BY DITE
	Evaluation Metrics: The ZA will pass the exam and receive the Economic The ZA passed the exam and received the Economic The ZA passed the exam and received the Economic 11/23/2011 Krysty 204 - Vendor Data
	Development Certificate, so that she may better educate Development Certificate, so that she may better educate Development Certificate, so that she may better educate Development Certificates or that she may better educate or that she ma
	development financem small business development, and development financem small business development f
	biusiness retention and expansion. biusiness retention and expansion.
	Remit to information: Page 1 of 1 Export To Excel Count: 2 Page 1 of 1 Export To Excel Count: 2
	Street Address: 19995 Plwnie Rad
	Address 2:
	City: Red Bluff
	State: CA
	Zip Code: 96080 Addresses Businesses Loans Activities ZIF Documents Communications
	Zene Lisicen (ZL) Deview
	Review Status: Recommend Pre-Approval
	Review Note: Tehama is very pro-active in economic deve Summary ZA Request ZL Review ZC Approval Payment ZIF Documentation
	Zone Coordinator (ZC) Approval Expanded View of Updated Responsibility Labels
	Approval Status: Pre-Approved
	Approval Note: Approved to proceed. Verified with Cara/Primo/Kristin

- 1. VDR Automatically Attached
- 2. Payee Information Verification Based on Data Provided in VDR
- 3. **ZIF Documentation Summary Box**

Recycling Market Development Zone	es v2.6	Authorized	l Use Only	Home Reports Help Sign Out
Home	Home > Zones > ZIFs > ZA Request Zone Incentive Fund ZA Request: Tehama			
Zones			Summary General Contacts Addresses Businesse	s Loans Activities ZIF Documents Communications
Businesses	ZIF: 00000-		Summary ZA Requ	est ZL Review ZC Approval Payment ZIF Documentation
Loans	Enter information and select save			
Annual Reports	Fields marked with * (asterisk) are required.			
Activities (ZAP)	Save Cancel			
Incentive Funds (ZIF)				
Communications	Request Status: Pending	Print	Zone Information	
Documents	* Date Reguested: 11/30/2011		Tehama RMDZ URL	
RMD2 Internet Home	* Category: Select Category.		19995 Plymire Rd, Red Bluff, CA 96080-9542 Map	
	* Activity: Soloct Activity		Administrator: Kristina Miller (530) 528-1103 Email All	
	* Activity Objective:	•	Zone Liaison: Cindi Rumenapp (916) 341-6604	
	* 2 Antivity Description		Loan officer: Govindan Viswanadian (910) 341-6556	
	Activity Description:	*	ZIFs	
	* Amount Requested:		ZIE# EISCAL YEAR STATUS	AMOUNT(\$)
	* 2 Est Completion Date:		1126 2011-2012 Approved for Reimbursement	1,215,77
	Actual Completion Date:		1118 2010-2011 Paid	681.83
	* 2 How will funds be used:		1102 2010-2011 Paid	290.00
	E now will fullids be used.	*	Total:	2,187.60
	Proposed Act	complished	Page 1 of 1	Count: 3
	Activity Metrics:	A		
	Ţ	Ŧ	ZIF Documentation	
	Evaluation Metrics:	·	TITLE DATE UPLOADED	BY TYPE
	The second	\sim	VDR Form204 FY 2011-12 City of Tehama 11/23/2011 Krysty Emer	y 204 - Vendor Data Record (VDR)
	Remit to Information: Pavable To: Tohama County/Red Riuff Landfill Mana		Page 1 of 1 Export To Excel	Count: 1
	Address 1: 10005 plusing - L	gement Agency		
	Address 2. 19995 Plymire Road	_)		
	Address 2:			
	City: Red Bluff			
	State: California 🗸			
	Zip Code: 96080			
	Enter information and select save.			
	Fields marked with * (asterisk) are required.			
	Save Cancel			



RMDZ ZIRS ZIF Updates -> New ZIF Enhancements -> ZL, ZC and Payment Screen Updates

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Recycli	ng Market Developme	ent Zones v2	6 Au	uthorized Use Only		Home Reports Help Sign Ou	t			
		Home > Zone	s > <u>ZIFs</u> > Payment							
Home		Zone In	centive Fund Payment: Tenama	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~			_			
Business	ses		Summary	General Contacts Addresses Busin	nesses Loans Activities	ZIF Documents Communications				
Loans		ZIF: 01126	Other	Summary ZA	Request ZL Review ZC Ap	proval Payment ZIF Documentation	C. C			
Annual F	leports				Zana Information		1			
Activitie	s (ZAP)	Back Edit			Tehama PMD7 URI					
Incentiv	e Funds (ZIF)	Payment St	atus: Pending	<u>irm</u>	19995 Plymire Rd, Red Bl	uff, CA 96080-9542 Map				
Commun	ications	Date Proce	ssed:		Administrator: Kristina	Miller (530) 528- Email				
Docume	nts	PO Nui	nber:							
RMD, RC	cycling Market Dev	Hom	e > Zones > ZIFs > ZC Approval	Authorized Use Only		Home Ke				
Но	me	Zo	ne Incentive Funds ZC Approval: Teh	iama						
Zo	nes			Summary General Contacts Ad	Idresses Businesses Lo	ans Activities ZIF Document	5 Communications			
Bu	Recycling Market	t Developme	nt Zones V2.6	Authorized Use Only		н	Iome Reports Help Sign Ou			
Lo		e breveropint	Home > Zones > ZIEs > ZI Review	,						
An	Home		Zone Incentive Fund ZL Review: Te	hama						
AC	Zones				· / · · · · · · · · · · · · · · · · · ·					
Co	Ducines			Summary General Conta	cts Addresses Busines	sses Loans Activities ZIF De	ocuments Communications			
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RM	Loans									
	Annual Reports		Back			Zone Information				
	Activities (ZAP)					Tehama RMDZ LIRI				
	Incentive Funds ((ZIF)	Review Status: Recommend Pre-Approval			19995 Plymire Rd, Red Bluff, CA 96080-9542 Map				
	Communications		Date: 9/1/2011		Administrator: Kristina Miller	(530) 528- Email				
	Documents		Review Note:				1103 <u>All</u>			
	RMDZ Internet Ho	me	development and any additional training	g would be		Zone Liaison: Cindi Rumenapp	(916) 341-6604			
						Loan Officer: Govindan	(916) 341-6536			
			ZIF Information							
			ZIF Status: Pre-Approved		Print ZIF Information	ZIFs				
			Zone Administrator (ZA) Request							
			Request Status: Submitted for PreApprox	val	Date: 8/30/2011	ZIF# FISCAL YEAR STAT	US AMOUNT(\$)			
			Fiscal Year: 2011-2012		Date: 0/00/2011	<u>1126</u> 2011-2012 Pre-A	pproved 1,215.77			
			Category: Industry Trade Shows, C	Conferences		1118 2010-2011 Paid	681.83			
			ZIF Activity: Other			1102 2010-2011 Paid	290.00			
			ZIF Activity Objective: To become more adept	in the field of economic development		lotal:	2,187.60			
			ZIF Activity Description: Training at Introduction	to Economic Development Certificate P	rogram	Page 1 of 1	Count: 3			
			Location California State 93740 Start Time 10/17	University, Fresho 5241 N. Maple Ave. /2011 8:00 AM End Time 10/20/2011 6:	, Fresno, CA 00 PM					
			Description This program	n is for both new professionals entering	the field of	ZIF Documentation				
			economic development a who want to advance the	and existing professionals including elec- eir career and better serve their commu-	cted officials					
			Participants have the op	portunity to I	anney.	TITLE DATE	BY TYPE			
			Request Amount: 1,215.77			VDR Form204 FY 11/23/2011	Krysty 204 - Vendor			
			Expected Completion Date: 10/21/2011			2011-12 City of	Emery Data Record			
			How will funds be used: \$700.00 course fees, \$4	75 for 5 nights hotel stay (includes taxe	es), \$280.50 mileage		(VDR)			
			expense for round trip to	ravei at \$0.51 per mile, 5 days of meal	expenses at \$75.00.	Economic 11/17/2011	Cindi ZIF Backup Rumenapp Documentation			
			Activity Metrics: THe 7A is well trained as	nd coursed 74 attended the Economic	_	Development				
			in the field of landfill and	d recyclables Development Training at (CSU Fresno.	Certificate				
			management. The ZA do	oes not have			Excel County 2			
5			economic development.	The ZA will		Page 1 01 Export 10	Count: 2			
			attend the Economic Dev	velopment		L				
			Certification Training Pro	ogram at Cal						

RMDZ ZIRS ZIF Updates -> VDR Submission Pop Quiz and Winners!

1. What was the VDR Response Rate by Zone Works?

	a)	<u>38%</u>
ircle One	b)	<u>77%</u>
	c)	<u>92%</u>

- 2. After completing sections 2 and 6, who to you send your VDR to?
 - a) E-mail to ZC (Mitch) and your ZL
 - <u>Circle One</u>
- b) <u>Post office</u>
 - c) Franchise Tax Board

3. Who was the first to get their VDR in? _____

<u>Fill In</u>





RMDZ ZIRS ZIF Updates -> Vendor Data Record (VDR) Overview

Vendor Data Record (VDR) Completion Instructions

- 1) Check mark the small box at the top right for government entities,
- 2) <u>Complete ONLY Section 2 and 6,</u>
- 3) Scan & E-mail to Mitch, cc: your ZL.

VDRs are due Annually at the FY and are required to receive payment or to roll over funds to another year.

New VDRs will be needed again in June.

ayments to nonr	comation contained in this form will be used by California State University. Secramento to prepare ToleawisC tax form esident vendors. Prompt return of this fully completed form will prevent delays when processing payments. NOTE: Gove	and for withholding on mment Entities, please
1 PLEASE RETURN TO:	2.2.8.9; check the box at the end of this statement Phone Number Department/Office Phone Number Procurement & Contract Services (916) 278-78 Street Address Fax Number 6000 J Street, Sequoia Hall, Room 320 (916) 278-55 City, State, Zip Email Sacramento, California 95819-6008 vendordata	310 796 irecord@csus.edu
1	Legal Business Name Mojave Desert and Mountain Recycling Authors Phone Number 909 797 771	7
2	Individual/Sole Proprietor (Enter Owner's Full Name) Fax Number 909 797 771	17
VENDOR	Mailing Address (Street or P.O. Box Number) 14955 Dale Evans Parkway Email Address recyclingjpa	a⊜gmail.com
ADDRESS	City Apple Valley State CA Zip 92307 Website URL: www.urecy	cle.org
	Make Check Payable To: Mojave Desert and Mountain Recycling Authority	
3 VENDOR ENTITY CHECK ONE BOX ONLY	Individual/Sole Proprietor Social Security Number / Social Security Number is required for Individual/Sole Proprietor Individual Tax Identification Number (TIN). Revenue and Taxation code section 18646 (see reverse). Enter Federal Employer Identification Number (FEIN). Corporation Legal Corporation (Attorney) Partnership/LLP Estate or Trust Limited Liability Corporation (LCO Keempt Organization (Nonprofit) Medical Corporation (Including dentistry, podiatry, optometry, etc.	rs by authority of
4	Equipment/Supplies General Medical or from Medical	
PAYMENT	Rent	
PAYMENT TYPE 5 VENDOR RESIDENCY STATUS AND		NOTE: Prior to meking segments densing offeness, United States tax leaves require all employers to perform a ta- sanalysis with respect to country of citizenship to determine residency for Federal tax purposes, (Pre- see reverse).
PAYMENT TYPE 5 VENDOR RESIDENCY STATUS AND DECLARATION FOR TAX PURPOSES All payments made by the University are subject to Federal and State tax laws.	Rent	NOTE: Prior to melikas payment fareign citizens, United States taa laws require all englogers to perform a ta analysis with respect to country of citizenship to determine residency for forearist any puppes, (PM see reverse). NOTE: An estate is a residen decedent was a Califor resident at the time. death. A trust is a residen function for assessing 32 if one or more truste are California residen Rules for assessing 31 i (Please se reverse).
PAYMENT TYPE 5 VENDOR RESIDENCY STATUS AND DECLARATION FOR TAX PURPOSES All payments subject to Stederal and State tax laws.		NOTE: Prior to making payment fates to making payment fates to laws require all analysis with respect to country of riticenship to determine residency for potentia yangenes. (PH are reverse). NOTE: An estate is a residen decedent was a Califor resident at the time. death. A trust is a residen if one or more truste are California residen Rules for assessing 35 taxes differ significat from Federal tax mul (Please ser reverse con this document is mento.
PAYMENT TYPE 5 VENDOR RESIDENCY STATUS AND DECLARATION FOR TAX PURPOSES All payments made by the University are subject to Federal and State tax laws.	Rent	NOTE: Princ to mesking perment fracts to mesking perment fracts to inverse perform a to analysis with respect to country of citizenship to determine residency for Federal tax purposes, PME are reversel. NOTE: An estate is a resident determine residency for resident at the time, death. A trust is a resident death. A trust is a resident are California resident are California resident are Galifornia resident if one or more truste are California resident if pressessing St taxes differ significant if pressessing St taxes differ significant if pressessing St taxes differ significant if pressing sec reverse is not bis document is mento.

RMDZ ZIRS ZIF Updates -> Vendor Data Record (VDR) Overview

Total Annual Zone Incentive Funds are broken into two categories.

Total Rolling Zone Incentive Funds \$5,000/yr

A) Zone Outreach\$3500/yr

- i) ZIF Activity Requests
- ii) Managed by Mitch Delmage
- iii) VDR for Zone Entity

B) ZoneWorks Attendance \$1500/yr

- i) Hotel, Airfare, Conference Reg.Fee (all automatically processed)
- ii) Managed by CSUS
- iii) Personal VDR for remaining misc. travel reimbursement, ie mileage, parking, etc.



- 2010 ZAR is due Thursday, March 1, 2011
- The new ZAR Manual will also available in Sharepoint
- Reminder about Reporting Process !! Verify FIRST then report!!
 - Review and input all data first, THEN capture that data in an annual report
 - Report Print option available via top blue ribbon on the right, under Reports
- A Tons Jobs Survey Letter Template will be available for your use, and will be circulated via e-mail, and be available in the ZIRS Documents.



RMDZ ZIRS ZIF Updates -> Businesses Latest Communications Snap Shot View

- 1. Click "Zone" on Left Navigation Bar
- Click the Businesses Tab. 2.
- 3. Summary List of Businesses will Appear
- 4. Now Includes column "Last Communication"
 - 1. Shows the last date of any logged communications
 - 2. Provides snap shot of Businesses that may need contacting!

Recycling Hurket Develop	ment zones vz			Author	ized Use Only		Home	Reports H	eip sign Oi	10
Home	Home > Zone Zone Su	≝ > Summary I mmary: Sonoma/M €	end	ocino/Lake Counti	es	\frown				
Zones	Summary Contests Addresses Businesses Loans Activities 715 Doc					ans Activities ZIE Documents Co	mmunicati	one	a	
Busmesses	Samuel y Connectal Connectal Addresses Notices Ext Documents Communications Notes									
Loans										
Annual Reports										
Activities (ZAP)	Existing Business									
Incentive F	BIICTMECC		TED	JORE CREATER Sonoma	Sonoma/Mendocino/Lake Counties RMDZ URL Zone Local URL					
Communica Recycling Mar	ket Developme	ent Zones V2.6			Authorized Us	se Only		Home	Reports	Help Sign Out
Documents		Home > Zones > Businesses			he Counting					
Notes		Zone Businesses: 50	ono	oma/Mendocino/La	ke Counties					
RMDZ Inter Zones				Summar	General Conta	cts Addresses Bu	sinesses Loans Activities ZIF Do	cuments	Communica	tions Notes
Webpass H Businesses										
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Annual Reports	5								A	dd Business
Activities (ZAP))		_/							
Incentive Fund	ls (ZIF)	BUSINESS NAME	_/	LAST COMMUNICATION TYP	<u>°E</u>	PRIMARY CONTACT	STREET ADDRESS	CITY	COUNTY	STATUS
Communication	15	Bruce McCracken	/	Un	nown	5 JL 11 - 1			-	Potential
Documents		City of Cloverdale	<u> </u>	Mul	n/Compost	Ruth ,Unciano	City Hall Annex 126 N. Cloverdale Blvd.	Cloverdale	Sonoma	Existing/Open
Notes		Discount Auto Class		9/16/2010 Mul	cn/Compost	Martin ,Mileck	6000 Potter Valley Rd	Uklan	Mendocino	Existing/Open
PMD2 Internet	Homo	Encore Ribbon, Inc.		<u>3/10/2010</u> Red	voing manufacturer.		1010 Dutton Ave	Santa Posa	Sonoma	Existing/Open
websees Uses	nome	GreenLife Eurniture		2/23/2011 Rec	voing manufacturer	Drew.Stillman		Santa Rosa	Sonoma	Potential
webpass Home	2	Into The Woods		Mul	ch/Compost		300 Water St	Petaluma	Sonoma	Closed
System Admin		Law Offices of Leonard Allen Rie	y	2/10/2011 Cor	version Technology					Potential
		ReBuild Store	_	Unk	nown		Kunzler Ranch Rd	Ukiah	Mendocino	Potential
		Recycled Lumberworks		Sec	ondary Processor	Joe ,Garnero	596 Park Blvd	Ukiah	Mendocino	Closed
		<u>Sushi Tozai</u>		Mul	n/Compost	Soheil ,Majd				Potential
		Tuff Mats		Re	ycling manufacturer					Existing/Open
		Winewood Products LLC		Reu	se	David,Voql	915 Piner Rd	Santa Rosa		Existing/Open
		Yokayo Biofuels		Unk	nown					Potential
		Page 1 of 1								Count: 14
.0		Reguling Market Development Ze	DOG 1							

Contact: RMDZZIRSHelp@calrecycle.ca.gov

Contact your ZL first for any Zone or ZIRS questions.

ZLs will contact Krysty Emery for ZIRS User Application issues. (916) 341-6684 <u>Krysty.emery@calrecycle.ca.gov</u>

Krysty will get back to both the ZL and the ZA usually in a cc:ed e-mail or coordinated phone call.



RMDZ ZIRS ZIF Updates -> ZIF Process Refresher Appendix-> Process Flow Diagram

Tabs in ZIRS – Inside an open ZIF	ZA Request (ZA/ZL use only to Submit) (This is the only tab the ZA should ever edit. A ZL may also use this tab, but only to help a ZA create a ZIF request.)	ZL Review (ZL use only to Recommend) (This is the only tab the ZL should ever edit A ZL may use the Request Tab, but only to help a ZA create a ZIF request.)	ZC Approval (ZIF Coord use only To PreApprove and Approve) (The Approval Tab and the Payment Tab are the only tabs the ZIF Coordinator should ever edit.)	Payment (CSUS use only) (The Approval Tab and the Payment Tab are the only tabs the ZIF Coordinator should ever edit.)
	Step 1 (ZA or ZL Only) Drop Down Option: Pending (This option is if a ZA drafts and saves a ZIF but does not yet want to submit it for preapproval to the ZL staff.)	No action required	No action required	No action required
ZIF Activity <u>PreApproval</u> Process Row (This row is the ZA asking for permission to spend money)	Step 2 (ZA or ZL Only) Drop Down Option: Submitted for PreApproval (This step the ZA creates a ZIF and Submits for PreApproval) ZIRS generates e-mail to ZL upon save.	Step 3 (ZL only) Drop Down Option: Recommended for PreAppoval (This step the ZL reviews and Recommends for PreApproval) ZIRS generates e-mail to ZA and ZIF Coordinator upon save.	Step 4 (ZIF Coord Only) Drop Down Option: PreApproved This step the ZIF Coord reviews and PreApproves) ZIRS generates e-mail to ZA and ZL upon save.	No action required Drop Down Option Reads: Waiting Approval
Reimbursement Approval Process Row (This row is the ZA asking for reimbursement of the money after the activity has been completed.)	Step 5 (ZA or ZL Only) Drop Down Option: Submitted for Reimbursement (This step the ZA Submits for Approval for reimbursement)(Also attaches Backup Receipts) ZIRS generates e-mail to ZL upon save.	Step 6 (ZL only) Drop Down Option: Recommended for Reimbursement (This step the ZL reviews and Recommends for Approval for payment.) ZIRS generates e-mail to ZA and ZIF Coordinator upon save.	Step 7 (ZIF Coord Only) Drop Down Option: Approved or Denied (This step the ZIF Coord reviews and Approves for reimbursement) ZIRS generates e-mail to ZA ZL and CSUS upon save.	Step 8 (ZIF Coord/CSUS Only) Drop Down Option: In Process or Paid ZIRS generates e-mail to ZA, ZL, ZIF Coord upon saye.

Phase 1: ZIF Activity "PreApproval"

Step 1: ZA drafts ZIF PreApproval Request in <u>ZA Request Tab</u>

- (ie asks permission to conduct activity to spend money.)
- ZA sets status to Pending if they want to save a draft only.

Step 2: ZA Submits ZIF Preapproval in <u>ZA Request Tab</u>.

- ZA sets ZIF status to "Submitted for Preapproval"
- ZIRS automatically notifies ZL via e-mail

Step 3: ZL Reviews the ZIF in the <u>ZL Review Tab</u>.

- A ZL sets Review status to "Recommends for Preapproval", and adds any comments, or works with ZA to address any issues.

- ZIRS automatically notifies ZIF Coordinator via e-mail

Step 4: ZIF Coord "PreApproves" after review in the <u>ZC Approval Tab</u>.



<u>Action Phase:</u> ZA conducts activity and incurs expenses.

Phase 2: Reimbursement "Approval"

Step 5b: ZA Prepares Back up, Submits for Reimbursement in <u>ZA Request Tab</u>.
 ZA updates Accomplishment fields and attaches back up receipts
 ZA sets status to "Submit for Reimbursement", then "Save"

Step 6: ZL reviews request for reimbursement and backup docs.

- ZL Updates status to "Recommends Approval" in the ZL Review Tab
- If adjustments are needed, ZL works w/ ZA to final until acceptable
- **Step 7:** ZIF Coordinator reviews reimbursment request and backup docs. - ZIF Coordinator "Approves" in the <u>ZC Approval Tab</u>

Step 8: CSUS processes payment.

