

Philanthropic Foundation

► Check One **Check Request**
 Purchase Order

T 657 278 2118 F 657 278 7666 www.fullerton.edu/foundation

CR / PO #	
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► Date _____

► Vendor/Payee _____

► Address _____

Rush Check (\$25.00) Requests by 10 am are available after 4 pm that day

If rush check, date needed _____

► Check One Mail to vendor/payee
 Hold check for pick-up
 Return check to requesting dept.

CSFPF Vendor ID _____

► Is payee an employee of CSU system or its auxiliaries? Yes No

► Requested By _____

► Intercampus mail address _____

► Phone/Ext. _____

Note: If payee is an employee or payment is for an employee's business expense, approval of supervisor or superior is also required in approval section below

► Description of merchandise and justification for disbursement	► Account	► Object Code	► Amount

Sales tax must be included as required by California State Law **Total**

DIRECTIVE 11 COMPLIANCE

► Is this expenditure covered by CSUF Directive 11? Yes No

If yes, please attach completed CSUF "Directive 11 Documentation and Approval Form" along with any required documentation. (Directive 11 Form available on Informed Filler)

CHECK REQUEST INFORMATION

ORIGINAL DOCUMENTATION: Attach original receipt/invoice as back-up. If original receipt is not available, please attach a completed "Lost/Missing Receipt Verification" and a copy of the receipt (if available). If original invoice is not available, please state the reason and attach copy.

TRAVEL DOCUMENTATION: For campus employee travel, a CSUF travel authorization form must have been approved and submitted to the University's Finance Dept. Attach copy of approved authorization to check request along with completed University travel claim and original receipts.

SERVICES: Payment for services may require special processing through University purchasing or payroll (refer to CSFPF website for add'l info).

SCHOLARSHIPS: Do not use this form - please use Scholarship Check Request (available under download forms on CSFPF website)

For completed requests payable directly by CSFPF - in by 10 am Tuesday, check available after 10 am Friday; in by 10 am Friday, check available after 10 am Wednesday.

PURCHASE ORDER INFORMATION

CSFPF does not maintain a purchasing department and issues purchase orders as a courtesy to account holders. The requestor of a P.O. must place the order and make delivery arrangements directly with the vendor. Deliveries will not be accepted at the CSFPF. Submit original invoice for payment.

► APPROVED SIGNATORIES* Two signatures required if total amount is over \$3,000.

I/we certify these expenditures are in compliance with all restrictions

Approved Signature _____	Print Name _____	Date _____
Approved Signature _____	Print Name _____	Date _____
Supervisor/Superior Signature (as needed) _____	Print Name _____	Date _____

*Approved signatories must match those on file

CSFPF ONLY

Authorized Signature _____	Date _____
Authorized Signature (as needed) _____	Date _____