

## CHECKLIST

The following checklist is to serve as a guide through the various steps of the check request process:

- VDR 204 or W9 (for new vendors or non-CSUF scholarships)
- Honorarium Form (for honorarium check request)
- Description, account number, and object code
- Special Instruction
- Apply sale tax, delivery, and other applicable fees
- D11
- IT Authorization
- Vendor Insurance
- Authorized signature and date (two signatures for requests over \$3,000)
- Attach original documentation (quote, invoice, receipt(s), etc.)
- Submit Form and Supporting Documentation to [CSFPFAP@Fullerton.edu](mailto:CSFPFAP@Fullerton.edu)

***For additional information regarding the procurement process, please reference the CSFPF Procurement Policy on the Philanthropic Foundation website: <http://foundation.fullerton.edu/policies-forms/>***