CALIFORNIA STATE UNIVERSITY
FULLERTON
PHILANTHROPIC FOUNDATION

Check Request

T: 657-278-2786 F: 657-278-7666 http://foundation.fullerton.edu

(Updated 7/2023)

CHECKLIST

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

- ☐ Vendor Email Address

- ☐ Honorarium Form (for honorarium check request)

- ☐ Description, account number, and object code

- ☐ Special Instruction

- ☐ Apply sale tax, delivery, and other applicable fees

- ☐ Hospitality Form (D11)

- ☐ IT Authorization

- ☐ Vendor Insurance

- ☐ Unauthorized Purchase Approval Request (UPAR)

- ☐ Authorized signature and date (two signatures for requests over $3,000)

- ☐ Attach original documentation (quote, invoice, receipt(s), etc.)

- ☐ Submit Form and Supporting Documentation using ServiceNow.

For additional information regarding the check request process, please reference the CSFPF Check Request Guidelines on the Philanthropic Foundation website: http://foundation.fullerton.edu/policies-forms/