CHECK REQUEST GUIDELINES

FORM: Check Request

IMPLEMENTATION DATE: July 1, 2020

UPDATE DATE: June 21, 2024

PURPOSE:

This guideline is to ensure Cal State Fullerton Philanthropic Foundation (CSFPF) procurement and contracting activities comply with CSFPF, CSUF and CSU procurement policy.

SUMMARY:

The CSFPF Check Request is utilized to process eligible payments directly to vendors and for limited expenditure reimbursements to faculty, staff, students, and certain non-employees. CSFPF Check Requests payment requests can only be submitted for eligible purchases as outlined in the CSFPF's listing of qualifying items and CSUF Procurement Methods Matrix. All other transactions not outlined as eligible check request transactions must be processed either utilizing a Foundation credit card (refer to the Credit Card Policy for eligible transactions) or must be submitted via the CSFPF's requisition/PO process and must adhere to CSFPF's purchasing policy. Failure to comply with these requirements will require the use of CSPFP Unauthorized Purchase Approval Request (UPAR) form and may also result in personal liability or financial obligation, loss of signatory rights, and corrective actions. Purchases under these guidelines must serve a clear business-related purpose.

USAGE:

- A check request is used to process payment to vendors for transactions outlined in the listing of qualifying items for check requests which includes limited expenditure reimbursements to employees, certain non-employees, and students via check

voucher. All other transactions that are not outlined in this listing must be paid by utilizing a purchase order process or procurement card (if eligible).

- Non-employees refer to individuals not currently employed by CSU Fullerton who may be eligible for reimbursement under specific circumstances such as students, interview candidates, volunteers, contractors, university s, etc.
- Qualifying expenditures for check request are outlined in the [CSFPF's Qualifying Items for Check Request](#) and [Procurement Methods Matrix](#).

- If CSFPF Purchase Order (PO) has been issued, then please refer [to ServiceNow PO Payment for instructions](#) on how to process the payment request.
- CSFPF accounting staff verifies the eligibility of a Check Request by using CSPFP's Qualifying Items for Check Requests to ensure that payments are made directly to vendors.

PROHIBITED PRACTICES:

- Direct expense reimbursements to external third-party vendors (other than consultant travel expenses).
- Purchases requiring either formal or informal bidding (greater than $50,000) must be processed utilizing a purchase order and/or contract as required by the Purchasing policy and cannot be purchased utilizing a check request.
- Direct reimbursements to individuals who are not officially recognized by the university to incur expenses, such as faculty and staff spouses/significant others, unofficial volunteers, etc.
- Reimbursement to students for expenses related to a required course or project as these expenses should be incurred directly by the college department.
- Reimbursement to individuals including, but not limited to, services and goods that require a purchase order or contract as outlined in the CSUF procurement matrix and CSPF purchasing policy such as off-site facility rentals, equipment rentals, equipment purchases, certain hazardous materials/chemicals, purchases requiring informal/formal bidding, etc. Refer to the [CSFPF Purchasing Policy](#) for additional information on purchases requiring a PO.

REQUIREMENTS:

- Check Request must be submitted using [CSFPF ServiceNow Check Request](#).
- Check Request must be approved by the account's authorized signer(s).
- Check Request over $3,000 must be approved by two account's authorized signers.

- Documentation, including vendor invoices, registration forms, order forms, and original receipts, must be attached to the request form as support.
- Personal reimbursements will require the individual being reimbursed to be current with all CSFPF financial obligations and must provide evidence of payment.
- CSFPF issues checks every Thursday but generally requires a minimum lead-time of 15 business days to process a complete Check Request. A submitted Check Request that is needed with less than ten (10) business days to process may be charged a rush check fee.

PROCESS:

To request payment via CSFPF check, the following steps must be taken:

1. Click on the CSFPF ServiceNow Check Request located on the CSFPF website: http://foundation.fullerton.edu/policies-forms/

2. Complete the Check Request by following the CSFPF Check Request Instruction and Check List.

   a. Check Request Instruction
   b. Check Request Checklist

3. Authorized signer reviews, signs, and dates (two authorized signatures are required for requests over $3,000.)

4. Attach original documentation, including vendor quote, invoice, registration form, receipt, and any other supporting documentation.

5. Once the check request has been submitted, the requester will receive a confirmation email referencing a unique RITM number associated with the request. A separate notification will be sent to the authorized approver requesting their approval.

ADDITIONAL INFORMATION:

- All checks will be mailed.
- Per the Procurement Policy, final payment will be issued via Service Now PO Payment after goods are received, or services are rendered. Therefore, full

payment via check will not be issued for vendors requiring a day of goods/services payment.

Fees

- A check request with less than ten (10) business days to process is considered a rush check, and a $25 rush fee will be applied to the account indicated on the Check Request Form.
- A stop payment on a check mailed to an incorrect address will require a three (3) week waiting period before a new check can be reissued. A $25 stop payment fee will be applied to the account indicated on the Check Request Form.
- Stop payment for any reason is a fee of $25 that will be applied to the account indicated on the Check Request Form.

Change Fund

- For additional information regarding the Change Fund process, please reference the CSFPF Change Fund Policy on the Philanthropic Foundation website: http://foundation.fullerton.edu/policies-forms/

For additional information or questions, please contact CSFPF at (657) 278-2786 or CSFPFAP@fullerton.edu.

This matrix tool is intended to determine the most appropriate process to purchase goods or service [1]

Transaction Type	Requisition / Purchase Order (PO)	Check Request (Direct Payment)	Foundation Card[2] (Required to adhere to Foundation Card Policy)	Prohibited
Advertisements (Purchase Order is required if over $5,000)	X	X		
Alcoholic Beverages - (with Hospitality D11 approval)	X	X	X	
Chemicals/Hazardous Materials : see CSFPF credit card program policy[2] and CSUF's EHS preapproval list	X		X	
Ammunitions, Controlled Substances, Firearms, and Narcotics				X
Blanket Purchase Orders / Open Order	X			
Computers (Requires IT Authorization Number)				
Touchpads, notebooks, desktops, laptops, servers, etc. valued under $5,000 (unit price inclusive of sales tax) See instructional equipment.)	X		X	
Touchpads, notebooks, desktops, laptops, servers, etc. valued $5,000 and over (unit price inclusive of sales tax)	X			
Consulting Services	X			
Contracts				
Agreements related to Foundation Card purchases (only specific services from the CSUF's Authorized Service Providers[3])			X	
Licenses/Maintenance/Service/Renewal Contracts (i.e., Copiers, Software License Renewals)	X			
Formal Agreements (Contracts Request Form Required [3])	X			
Equipment (All IT related equiment requires IT Authorization Number)				
Equipment valued under $5,000	X		X	
Equipment valued at $5,000 and over (unit price inclusive of sales tax), with or without installation. Asset Management Office must be notified of purchase to update campus property inventory records.	X			
Equipment valued at $15,000 and over	X			
Instructional Equipment valued at $5,000 or more (unit price inclusive of applicable tax, freight, delivery, installation, etc.). Asset Management Office must be notified of purchase to update campus property inventory records.	X			
Fees				
Accreditation fees and expenses: lodging, meals, transportation, expenses required by accreditation.		X	X	
Submission fees: publishing papers in academic journals/publications		X	X	
Film and video rentals			X	
Furniture				
All orders greater than $1,000 (total cost of order) that includes assembly, disassembly and installation services.	X			
All orders $1,000 and under (total cost of order) that includes assembly, disassembly and installation services. (Q# Required)			X	
Gifts - (with Hospitality D11 approval)		X	X	
Gift items of a personal nature or purchases for personal use				X
Gift Cards (required pre-approval & supporting documentation) - in accordance with CSUF policy - Foundation Funds can be used to reimburse other Auxiliary for gift card administration.	X	X		
Hospitality				
Meals / Refreshments (Refer to Pre-approved Caterers List[5])				
Catering services / on-campus delivery	X		X	

CSFPF Contracts and Procurement PROCUREMENT METHODS
Updated 06/27/24

Transaction Type	Requisition / Purchase Order (PO)	Check Request (Direct Payment)	Foundation Card[2] (Required to adhere to Foundation Card Policy)	Prohibited
Room block agreements			X	
Curbside delivery or pick-up			X	
Memberships (no personal reimbursements)		X	X	
Public Works/Facilities Planning	X			
Sponsorships	X			
In-person registrations			X	
Virtual Conference Registrations		X	X	
Rentals				
Equipment rentals or off-campus venue rentals	X			
Services				
Services by Auxiliary Services Corporation (e.g., food services, space rental, travel split funding & payroll reimbursements etc.)	X	X	X	
Services of any nature performed on or off campus (i.e., installations, printing and shredding services, equipment repairs, etc.)	X		X	
Speakers (Guests, Special Lecturers, Honorariums, non-CSUF personnel for on-campus events)				
Payments for non-CSUF personnel for on-campus events	X	X		
Payments to Speakers doing business as a company	X			
Software (Requires IT Authorization Number)				
All software, licenses and subscriptions.	X		X	
All software leases, licenses, renewals, maintenance and support and library subscriptions/periodicals paid in advance of Fiscal Years (prepaids.)	X			
Subscriptions (magazines only)		X	X	
Travel				
Travel for CSUF faculty/Staff/Students (requires CSUF travel authorization number and must comply with CSUF travel policy and CSFPF Foundation credit cad policy)			X	
Travel pre-payment for registration fee payable directly to organization only		X	X	
Travel expenses for Guest reimbursement (Guest travel must comply with CSU travel policy) : For non-employee and non-consulting guest lecturers/guest speakers, payments to individuals can be made via check request and PO, whereas payments to companies must go through PO exclusively.	X	X		

POLICY REFERENCES:

[1] CSUF Procurement Methods Matrix

[2] Foundation Credit Card Program Policy & Procedures

[3] CSUF Authorized Service Providers for P-Card Use

[4] CSUF Contract Request Form

[5] CSUF Pre-approved Caterers List

[6] CSUF Travel Concur

Differences in procurement method matrices between CSPFP and CSUF