

## INSTRUCTIONAL PROCEDURES

CSFPF Check Request is to process payment or reimbursement on qualified expenditures using the procedures established below:

**To request a CSFPF Check, the following steps must be taken:**

1. Download CSFPF Check Request form the CSFPF website: <http://foundation.fullerton.edu/forms/>
2. Complete the Check Request form by ensuring the following information is provided:
  - Vendor information (New vendors must complete a VDR 204 or W9)
  - Requester Information
    - Request Type:
      - Payment/Reimbursement – direct payment to a vendor or reimbursement to CSUF and Auxiliary employees/students.
      - Change Fund – see additional requirements below
      - Honorarium – recognition payment to an individual for services performed (see Honorarium Form for additional requirements and instructions)
      - Non-CSUF Sch. – scholarship payment to a student not currently attending CSUF
  - Description and justification of the good/service
    - Should additional lines be needed, please attach the Check Request Additional Transactions Template (please take note of the instructions template within the template)
  - CSFPF account number and object code
  - Total amount to be paid for good/service (include sale tax, delivery, and other applicable fees)
  - Checkmark the Compliance Review boxes and, if applicable, attach compliance documents (D11, IT Authorization, Insurance, etc.)
  - Authorized Signer reviews, signs, and dates (two authorized signatures are required for requests over \$3,000)
  - Attach original documents, which may include but are not limited to a vendor quote, invoice, registration form, receipt, and any other supporting documentation.
- Additional requirements will apply to Change Fund Check Request
  - The Change Fund Custodian's (individual responsible for change fund) information must be reflected in the Vendor/Payee section
  - Checkmark the Change Fund box under Requester Information/Request Type
  - Enter Object Code number 1230 (Advance/Change Fund) into the Object Code portion of the form.
3. Submit the Check Request form and the necessary documentation as a single PDF file to CSFPF at CSFPFAP@Fullerton.edu

CSFPF generally requires a minimum lead-time of 15 business days to process a complete Check Request. A submitted Check Request that is required with less than ten (10) business days to process may be charged a rush check fee.

**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/>**