

Qualifying Items for Check Request

(This list of qualifying items is subject to change at anytime without notice)

Revised 06/24/2024

1. Accreditation fees and expenses
Non-Employee Reimbursable Travel Expenses -Invoice (Form K)
(if there is non-employee travel)
2. Advertisements. A copy of ad/tear sheet is required_ [Purchase Order](#) is required if over \$5,000. See Contracts and Procurement.
3. Books and publications
4. Cal State Teach site mentors/master teachers/ assessors/facilitators.
[Purchase Order](#) is required if over \$1,000. See Contracts and Procurement.
5. Certification fees
6. Chancellor's office
7. Copyright fees
8. CSU Auxiliaries
CSU ASC, Philanthropic foundation, ASI, etc, services and commodities require a [Purchase Order \(PO\) or Invoice](#). See Contracts and Procurement.
9. Division of the State Architect. Requires Contracts and Procurement approval.
10. Federal work study reimbursements
For example: Student Financial Services Think Together, friendly center, Boys & Girls Club.
11. Financial Services Department. Pre-authorized approval is required.
12. Finger printing charge
13. Freight / delivery charge (not included on a purchase order)
14. Government payments
15. Honorarium
For example: Non-employee and non-consulting -guest lecturer / guest speaker, payments to individuals only, companies must go through Contracts and Procurement. Guest travel must comply with CSU travel policy. Payments allowed are for one-time, non- recurring payments only. Payments for services are not permitted, submit a purchase requisition to contracts and procurement for all service orders. Honorariums for Foreign Nationals require an International Letter of Invitation. For information regarding Letter of Invitation, please contact the CSUF Tax Office at CSUFTaxOffice@fullerton.edu.
16. Interview Committee Meal(s) with On-Campus Candidate
17. Library or school district facility rental
Cannot exceed \$100.
18. Marine biology facility rental
19. Membership and dues requires Justification Form
20. Online program/external testing center student reimbursement.
21. Overtime meal allowances
22. Parking
For example: commuter reimbursements & rewards, refunds, permits, violations
23. Parking & transportation cab fare/rideshare program.
24. Perkins loan
For example: credit balance/overpayment on loans
25. Permits and license fees / fees for filing, reporting.
For example: South Coast Air Quality Management District, excludes software license agreement.
26. Petty Cash or Change Fund for campus department account only. Must have it for department use set up.
27. Postage fees for mail center use only
28. Pre-doctoral for internships
29. Returning funds to donor
30. Risk management insurance, premiums, fees.
31. SBS Fees and Refunds
For example: Perkins loan credit balance/overpayments, collection agency fees, credit card processing fees
32. Settlements
33. Specialized training/staff development reimbursement
34. State Controller's Office
35. Student refunds
For example: EWP and CSET exams, housing, student orientation
36. Student Study Abroad participation fees
37. Subscriptions
For example: magazines, books, periodicals, publications only. Excludes IT related subscriptions/renewals require a [Purchase Order](#).
38. Travel pre-payment for registration fee payable directly to organization only.
(Note) For Travel reimbursement, CSUF faculty/staff/students must adhere to CSUF travel policy and use CSFPF Travel Request/Claim Forms when CSFPF is the funding source.
39. Uniform Allowances
For employees in classification codes 8810-8812 Parking officer and 8820-8822 (Community Service Specialist) only.
40. Utilities
41. Virtual Conference Registration – Preferred method is through p-card - Virtual Conference must be stated on registration or provide verification of virtual conference. Employee/student is responsible for notifying A/P department if they cancel prior to the conference/training, reason for canceling and if they received a refund.
42. Wash multifamily laundry systems.
For example: Web Laundry

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43. Faculty/Staff/Student Emergency Funds
44. Scholarships and Research participant stipends for Non-CSUF students.

(Note) CSUF student scholarships and stipends must be processed using the "Scholarship Check Request" form and will be processed by CSUF Student Services Business.
45. Alcoholic Beverages or gifts require hospitality D11 approval.
46. Reimbursement of limited expenditures to employees reasonably up to \$500, such as work-related small office expenses or hospitality meals (required approved D11) in accordance with the CSFPF check request guidelines and qualifying items. (Note) If the reimbursement request exceeds \$500, it will require the use of CSFPF Unauthorized Purchase Approval Request (UPAR) form for additional approval.
47. Reimbursement of limited expenditures to certain non-employees, or students reasonably up to \$500 in accordance with the CSFPF check request guidelines and qualifying items. For example,
 - Expenses required only for student's conducting research which may not impact their financial aid; any other student reimbursements are not allowed.
 - Eligible travel expenses for interview candidates, board members, event speakers, or consultants
 - Volunteer out-of-pocket expenses related to university events. (Note) Volunteers have to be approved by risk management and must abide by university policies.
48. Vendor payments for goods and supplies up to \$500.

Please email CSFPFAP@Fullerton.edu with any questions regarding qualifying items or Foundation Check Request Process.