

# MEMO

**DATE:** December 15, 2023  
**TO:** Campus Employees  
**FROM:** Cal State Fullerton Philanthropic Foundation  
**SUBJECT:** Electronic Submission Guidelines

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We continue to encourage submitting **ALL** Foundation requests electronically. To expedite submissions, please follow the procedures and forwarding instructions indicated below:

## **Check Request, Scholarship Check Request, Requisition Request, and PO Payment Request**

A Check Request, Scholarship Check Request, Requisition Request, or PO Payment Request is submitted through the ServiceNow portal. For ServiceNow portal access, click the hyperlinks below or visit <https://foundation.fullerton.edu/policies-forms/> for portal access, instructions, and FAQs.

[Check Request](#)

[Scholarship Check Request](#)

[Requisition Request](#)

[PO Payment Request](#)

## **Account Transfer:**

Submit the approved Account Transfer Form and supporting documentation in a **single PDF file** (portfolio format not accepted) to [CSFPFAP@fullerton.edu](mailto:CSFPFAP@fullerton.edu). For every submitted request, the following criteria must be met to be accepted electronically:

- Email Subject Line must name the request type (i.e., Account Transfer)
- Attach **one PDF file** (portfolio format not accepted), including the request form and sequential supporting documentation.
- Approving Official/Authorized Signer(s) must approve the request through one of the two accepted methods:

- **First Option (preferred approval method):** Approving Official/Authorized Signer(s) may approve request forms and compliance documents using the Adobe Sign feature, which identifies the Adobe Sign certified stamp.
- **Second Option:** Approving Official/Authorized Signer(s) must reply/forward an email with request details (required email content below) to [CSFPFAP@fullerton.edu](mailto:CSFPFAP@fullerton.edu), stating, ***“I approve the Account Transfer”***
  - Email content must include the following request details:
    - Account name(s) and account number(s)
    - Description of expense (A detailed description/business purpose should include (when applicable) who, what, when, where, and why. Please do not use abbreviations or acronyms.)
    - Amount(s)
    - **If applicable, list accompanying compliance documents** (i.e., D11, Lost/Missing Receipt, Unauthorized Purchase Approval Request (UPAR), Vendor Data Record (VDR), etc.)

### **Foundation Credit Card Reconciliation:**

Submit the approved Foundation Card Reconciliation Packet (including supporting documentation) as a **single PDF file** (portfolio format not accepted) to [CSFPFCard@fullerton.edu](mailto:CSFPFCard@fullerton.edu). The following criteria must be met to be accepted electronically:

- Email Subject Line must state **“Foundation Card Reconciliation MM/YY”** (MM/YY = reconciliation month and year.)
- Attach **one PDF file** (portfolio format not accepted), which includes the reconciliation form and supporting documentation.
- **Cardholder Acknowledgement:** The Cardholder must acknowledge the reconciliation form and statement through one of the two accepted methods:
  - **First Option (preferred acknowledgment method):** The cardholder may acknowledge the reconciliation form and statement using the Adobe Sign feature, which identifies the Adobe Sign certified stamp and forwards through the Adobe Sign feature or via email with request details (required email content in the bullet point below) to the Approving Official/Authorized Signer(s).

- **Second Option:** The cardholder must forward the email with request details (required email content below) to Approving Officials/Authorized Signer(s) stating, ***“I have reviewed and acknowledge the transaction(s) reconciled.”***
  - Email content must include the following request details:
    - Cardholder’s name
    - Reconciliation period
    - Description of expense (A detailed description/business purpose should include (when applicable) who, what, when, where, and why. Please do not use abbreviations or acronyms.)
    - Account name(s) and account number(s)
    - Statement amount
    - **If applicable, list accompanying compliance documents** (i.e., D11, Lost/Missing Receipt, Unauthorized Purchase Approval Request (UPAR), etc.)
  
- Approving Official and Authorized Signer(s) Approval: The Approving Official and, if needed, Authorized Signer(s) must approve the request form and statement through one of the two accepted methods:
  - **First Option (preferred approval method):** Approving Official/Authorized Signer(s) may approve reconciliation packets using the Adobe Sign feature, which identifies the Adobe Sign certified stamp.
  
  - **Second Option:** Approving Official/Authorized Signer(s) must forward the email with reconciliation details and Cardholders approval to [CSFPFCard@fullerton.edu](mailto:CSFPFCard@fullerton.edu), stating, ***“I approve the Foundation Card Reconciliation Packet and statement.”*** Please ensure compliance documents (i.e., D11, Lost/Missing Receipt, Unauthorized Purchase Approval Request (UPAR)) are expressly approved, if applicable.

**Invoice Request, Account Update, and Account Setup Form:**

Submit the approved request and supporting documentation in a **single PDF file** (portfolio format not accepted) to [Foundation@fullerton.edu](mailto:Foundation@fullerton.edu). The following criteria must be met to be accepted electronically:

- Email Subject Line must name the request type (i.e., Account Transfer, Invoice Request, Account Update, Account Setup, etc.)

- Attach **one PDF file** (portfolio format not accepted), which includes the request form and supporting documentation.
- Approving Official/Authorized Signer(s) must approve the request through one of the two accepted methods:
  - **First Option (preferred approval method):** Approving Official/Authorized Signer(s) may approve request forms using the Adobe Sign feature, which identifies the Adobe Sign certified stamp.
  - **Second Option:** Approving Official/Authorized Signer(s) must reply/forward the email with request details (required email content below) to [Foundation@fullerton.edu](mailto:Foundation@fullerton.edu), stating, ***“I approve the (request type here.)”***
    - Per the request type, the email content must include the following request details:
      - Invoice Request
        - Payee
        - Amount
        - Reason/purpose (*Please note: per CSFPF and CSUF policies, only the Foundation has the authority to bill/invoice and issue its EIN to entities, allowing the Foundation to document and safeguard from prohibited or fraudulent activities appropriately. Thus, divisions, departments, units, programs, or other groups should not share the Foundation’s EIN or bill on its behalf.*)
      - Account Update/Change
        - Account name(s) and account number(s)
        - Reason/purpose
      - Account Setup Form
        - Authorized Signers/Division Head must sign/approve the request.
      - Submit the completed form to Advancement Services at [GiftAdmin@fullerton.edu](mailto:GiftAdmin@fullerton.edu) for approval. Advancement Services will forward it to the Foundation once approved.

**Foundation Deposits:**

Mailed philanthropic gifts should be redirected to Cal State Fullerton Philanthropic Foundation’s secure lockbox at:

CSFPF  
PO Box 843730  
Los Angeles, CA 90084-3730.

However, departments receiving contributions mailed directly to campus must hand-deliver the gift within 24 hours with a deposit form to the office of University Advancement in College Park (CP-850.) Please email [GiftAdmin@fullerton.edu](mailto:GiftAdmin@fullerton.edu) with deposit or gift processing questions.

Those depositing non-gifts must provide a detailed explanation and supporting documentation with the deposit form. Non-gift guidelines can be found on the Foundation website under the Policies, Procedures, and Forms tab/Account Receivables.

**Questions:**

All Foundation forms can be found at <http://foundation.fullerton.edu/policies-forms/>.

If you have any questions regarding these guidelines, please contact the Philanthropic Foundation at (657) 278-2786 or email:

- [CSFPFAP@fullerton.edu](mailto:CSFPFAP@fullerton.edu) for all other AP (check request, travel request, requisition/purchase request, account transfers, etc.) inquiries or submissions.
- [CSFPFCard@fullerton.edu](mailto:CSFPFCard@fullerton.edu) for all Foundation Card related questions and monthly reconciliation.
- [Foundation@fullerton.edu](mailto:Foundation@fullerton.edu) for all other inquiries.