

CHECKLIST

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

- Vendor Email Address
- Apply sale tax, delivery, and other applicable fees
- D11
- IT Authorization
- Vendor Insurance
- Authorized signature and date (two signatures for requests over \$3,000)
- Valid Quote (with a minimum 30-day expiration date)
- Three or more informal quotes in writing for purchases totaling \$25,000 to \$50,000
- Attached Unsigned Contract/Agreement (made to CSFPF)
- Attached Unsigned Contract/Agreement (made to CSFPF and CSUF) of \$5,000 or more, and/or has under specific conditions/requirement (contact CSFPF for further instructions)
- Other Supporting Documentation (which may help explain/justify the expenditure)
- Submit Form and Supporting Documentation to CSFPFAP@fullerton.edu

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