

## 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)
- At least one quote or an estimated purchase price is required for purchases under \$50,000.
- Three or more written quotes are required for purchases totaling from \$50,000 to \$100,000.
- A formal bid (Request for Proposal: RFP) is required for purchases over \$100,000 through CSUF's Contracts & Procurement Department.
- Three or more written quotes are required for purchases of Information Technology (such as computers and software subscriptions) totaling greater than \$50,000 but equal to or less than \$500,000.
- A formal bid (Request for Proposal: RFP) is required for purchases of Information Technology (such as computers and software subscriptions) greater than \$500,000 in accordance with ICSUAM Policy, through CSUF's Contracts & Procurement Department.
- 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](mailto: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/>***