

***Reference the CSFPF Procurement Policy to ensure procurement and contracting activities comply with applicable regulations.**

This requisition request form is not an authorization to purchase but an official request to CSFPF to issue a purchase order.

VENDOR INFORMATION _____

REQUESTER INFORMATION _____

Today's Date: _____

Request Type New Change PO# _____

Yes, payee is an employee of the CSU System or its auxiliaries.

Requester/Preparer: _____

Vendor/Payee Name: _____

Department: _____

Mailing Address: _____

Phone/Ext.: _____

Email Address: _____

Vendor Email (Email address is required for processing): _____

DESCRIPTION & JUSTIFICATION OF GOODS/SERVICES	ACCOUNT	OBJECT CODE (for CSFPF Use)	AMOUNT
Special Instructions:	TOTAL		

If the vendor has not included sales tax in the quote, current local sales tax will be applied as required by California law.

COMPLIANCE REVIEW _____

- Are there any IT expenses? **YES** (attach IT approval with authorization number) **NO**
- Are there expenditures that fall under the CSUF Directive 11? **YES** (attach D11 with required docs) **NO**
- Will the vendor be on campus? **YES** (attach vendor's insurance declaration page) **NO**

REQUISITION REQUEST INFORMATION _____

Requisition requests will be processed on a first-come, first-served basis. When required, CSFPF will submit the requisition information and supporting documentation to CSUF Contracts & Procurement Department for review and approval. Billing invoices must be sent to CSFPF for payment, and tangible items shipped to **CSUF, Shipping and Receiving - 800 N. State College Blvd., Fullerton, 92831.**

APPROVED SIGNATURES _____

Two signatures are required if the total amount is over \$3,000. Signatures must match those on file. The expenditure(s) listed above meet the educational mission, procurement policy requirements of CSFPF and CSUF, and comply with the CSFPF Account Agreement. By signing below, I attest that the requisition is made in best judgment, serves a clear business-related purpose, and has no personal benefit derived by the purchasing employee.

Requester/Preparer Signature Print Name & Title Date

Authorized Signature (as needed) Print Name & Title Date

Authorized Signature (as needed) Print Name & Title Date

CSFPF Use Only	
Vendor ID:	_____
PO #:	_____
CSFPF Signature	Date
CSFPF Signature	Date

Attach all supporting documentation to this Requisition Request and submit to CSFPFAP@Fullerton.edu.

INSTRUCTIONAL PROCEDURES

CSFPF has authority to enter into contracts, as well as procure goods and or services on behalf of the University using the procedures established below:

For a CSFPF Purchase Order (PO), the following requisition request steps must be taken:

1. Download CSFPF Requisition Request form from the CSFPF website: <http://foundation.fullerton.edu/forms/>
2. Complete the Requisition Request form by ensuring the following information is provided:
 - Vendor information (email address is required for processing)
 - Requester Information
 - Description and justification of the good/service to be purchased
 - CSFPF account number
 - Total amount to be paid for good/service (include sale tax, delivery, and other applicable fees)
 - 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 a valid quote, initial contract/agreement (made out to CSFPF) and any other supporting documentation, which may help explain/justify the expenditure.
- Additional requirements may apply should your request fall under the following:
 - Purchases of goods or services with matters of legal interpretation, liability risk, hazardous materials, international contracts, multi-year contracts, and or purchase of \$5,000 or more
 - Purchases of goods or services with a total value of \$25,000 to \$50,000 will require three or more informal quotes in writing.
 - Purchases of goods or services greater than \$50,000 will require a Request for Proposal (RFP) through CSUF's Contracts & Procurement Department. Contact CSFPF for further instructions.
 - **NOTE:** Goods and or services that fall under the conditions listed above must have the contract made out to ***Cal State Fullerton Philanthropic Foundation AND California State University, Fullerton.***
3. Submit the Requisition Request form and the necessary documentation to CSFPFAP@fullerton.edu

CSFPF generally requires a minimum lead-time of 15 business days to process a complete Requisition Request. However, contracts for large amounts or requiring additional approvals from other campus units (i.e., IT, C&P, etc.) may require up to 25 business days or longer for review and approval.

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

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/>