

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/>