

CHECK REQUEST GUIDELINES

FORM: [Check Request](#)

IMPLEMENTATION DATE: July 1, 2020

UPDATE DATE: May 10, 2022

SUMMARY:

The Cal State Fullerton Philanthropic Foundation (CSFPF) Check Request is a request to process payments or reimbursements on qualifying expenditures.

USAGE:

- A Check Request is used to process payment to vendors (non-purchase order) for services and products or to reimburse employees/non-employees via check voucher.
- Qualifying expenditures include but are not limited to:
 - Chancellor Office Payment
 - Change Fund
 - CSU Auxiliaries
 - Government Agency Payment
 - Honorarium
 - Non-Employee Reimbursable Expense
 - Subscription, Membership, and Dues (with Membership Justification Form)
 - Refund
 - Reimbursable Expense (travel expenses will only be reimbursed through a Travel Expense Claim)

- Vendor Payment (non-purchase order)
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REQUIREMENTS:

- Check Request must be approved by the account's authorized signer(s).
 - Documentation, including vendor invoices, registration forms, order forms, and original receipts, must be attached to the request form as support.
 - Personal reimbursements will require the individual being reimbursed to be current with all CSFPF financial obligations.
 - CSFPF issues checks every Thursday but generally requires a minimum lead-time of 15 business days to process a complete Check Request. A submitted Check Request that is needed with less than ten (10) business days to process may be charged a rush check fee.
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PROCESS:

To request payment via CSFPF check, the following steps must be taken:

1. Click on the CSFPF Check Request Form from the CSFPF website:
<http://foundation.fullerton.edu/policies-forms/>
2. Complete the Check Request Form by ensuring the following information is provided:
 - a. Vendor Information
 - CSFPF Vendor ID – Leave blank if Vendor ID is unknown or provide a VDR 204 or W9 form if the vendor is new
 - Identify whether the payee is an employee of the CSU system or its auxiliaries
 - b. Requester Information
 - c. Description and Justification of Goods/Services
 - Provide a detailed description of the item(s) and justification or business purpose

- d. CSFPF Account Number and Object Code
 - e. The Amount and Total Amount
 - o The total amount to be paid for goods/services should include sale tax, delivery, and other applicable fees
 - f. Compliance Review
 - o Checkboxes must be marked
 - o If applicable, attach compliance documents (Hospitality (D11) Form, IT Authorization, Insurance, etc.)
3. Authorized signer reviews, signs, and dates (two authorized signatures are required for requests over \$3,000.)
 4. Attach original documentation, including vendor quote, invoice, registration form, receipt, and any other supporting documentation.
 5. Submit the Check Request Form and the necessary documentation as one PDF to CSFPFAP@fullerton.edu. Please reference the Electronic Submission Guidelines on the Foundation website for additional instructions and criteria.

ADDITIONAL INFORMATION:

- All checks will be mailed.
- Per the Procurement Policy, final payment will be issued after goods are received, or services are rendered. Therefore, full payment via check will not be issued for vendors requiring a day of goods/services payment.

Fees

- A check request with less than ten (10) business days to process is considered a rush check, and a \$25 rush fee will be applied to the account indicated on the Check Request Form.
- A stop payment on a check mailed to an incorrect address will require a three (3) week waiting period before a new check can be reissued. A \$25 stop payment fee will be applied to the account indicated on the Check Request Form.
- Stop payment for any reason is a fee of \$25 that will be applied to the account indicated on the Check Request Form.

Change Fund

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

For additional information or questions, please contact CSFPF at (657) 278-2786 or CSFPFAP@fullerton.edu.