

## CHECK REQUEST GUIDELINES

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**FORM:** Check Request –

<http://foundation.fullerton.edu/resources/pdfs/Check%20Request.pdf>

**IMPLEMENTATION DATE:** July 1, 2020

**UPDATE DATE:** December 1, 2021

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### **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).
  - Original 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 required 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. Amount and Total Amount
      - The total amount to be paid for goods/services should include sale tax, delivery, and other applicable fees
    - f. Compliance Review
      - Checkboxes must be marked
      - 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](mailto:CSFPFAP@fullerton.edu). Please reference the Electronic Submission Guidelines on the Foundation website for additional instructions and criteria.
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**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.

- A 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.