

CHECK REQUEST GUIDELINES

FORM: Check Request –

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

IMPLEMENTATION DATE: July 1, 2020

UPDATE DATE: N/A

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 vendor is new
 - Identify whether payee is an employee of CSU system or its auxiliaries
 - b. Requester Information
 - c. Description and Justification of Goods/Services

- Provide detail description of the item(s) and justification or business purpose
 - d. CSFPF Account Number and Object Code
 - e. Amount and Total Amount
 - Total amount to be paid for goods/services should include sale tax, delivery, and other applicable fees
 - f. Compliance Review
 - Check boxes 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, which may include vendor quote, invoice, registration form, receipt, and any other supporting documentation.
 - 5. Submit the Check Request Form and the necessary documentation to CSFPF Accounting Services in CP-850.
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ADDITIONAL INFORMATION:

Check Pick Up Options

- All checks are mailed unless indicated differently under the special instructions section of the Check Request Form.
- If the Check Request Form indicates the check will be picked up, CSFPF will notify the requester when the check is ready. The requester or their delegate picking up the check must have proper identification and written authorization along with CSFPF's notification email when picking up the check.
- Checks held for pick up will be mailed to the address shown on the check after ten (10) business days.
- Per the Procurement Policy, final payments will be issued after goods are received or services are rendered. Therefore, full payment via check will not be issue for vendors requiring 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 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 foundation@fullerton.edu.