

Name (Requestor or Procurement Cardholder)	Name (Preparer)	Date	Department	Extension	<input type="checkbox"/> Procurement Card Month		
<input type="checkbox"/> Operating Fund (Fund 485)		<input type="checkbox"/> Fund 948	<input type="checkbox"/> CSUF ASC	<input type="checkbox"/> Philanthropic Foundation	<input type="checkbox"/> Requisition Number		<input type="checkbox"/> ASI

Description/Definition (Refer to the D-11 Administrative Guidelines for details)	Fund Restrictions (If Any)	Amount	Name of Event/Description of Gift or Item List of Attendees/Guests/Recipients and their Affiliation *
Awards Items of tangible personal property given in recognition of service or achievements directly benefiting the University. Gift card and gift certificates do not qualify as items of tangible personal property.			
Non Student Awards Including faculty/staff retirement, length of service or faculty/staff/donor/volunteer or community member recognition awards.	Funds Held in Fund 948 (Other Than Fund 485) or Auxiliary Funds		
Student Awards	All Funds Allowed <input type="checkbox"/>		
Event Attendance Attendance at a university-sponsored or community event when an individual's attendance is necessary for the success of the event or directly relates to the individual's responsibilities and role at the university. Event attendance also includes spouses/partners of university employees when it is customary or socially acceptable for spouses/partners to attend.**	All Funds Allowed		
Food and Beverage (Excluding Alcohol) Including but not limited to meals (catered or restaurant) & light refreshments (e.g., beverages, hors d'oeuvres, pastries, and/or cookies). Events may include meetings, conferences, receptions or other events.			
Food and Beverage at Events Attended By Official University Guests	All Funds Allowed		
Food and Beverage at Events Attended Only By University Employees	Funds Held in Fund 948 (Other Than Fund 485) or Auxiliary Funds		
Gifts Items of value given or bestowed upon an individual, group, or entity with the expectation of a benefit accruing to the University, including donor or volunteer recognition; get well or memorial floral or other arrangements or memorial donations made on behalf of the university in the event of the a serious illness, injury or death of a university employee, an individual external to the university who had a close educational, community, business, or philanthropic relationship with the university, or a student. Memorial floral or other arrangements or donations also may be provided in the event of a death of a member of a university employee's immediate family.	Funds Held in Fund 948 (Other Than Fund 485) or Auxiliary Funds; Memorial donations are only permissible via Auxiliary Funds.		
Guest Travel (Must be in compliance with CSUF Travel Policy) Pertains to travel-related expenditures incurred by official University guests but does not apply to campus interviews or travel expenses covered by an approved travel authorization or travel related to paid speakers/facilitators.	All Funds Allowed		
Promotional Materials Items of nominal value and bear the University logo or other University symbol distributed to promote the name or image of the University, provide information, or enhance University productivity.	All Funds Allowed		
University Fundraising Defined as efforts with the goal of securing gifts and other contributions to the Cal State Fullerton Philanthropic Foundation, which ultimately benefit the University.	All Funds Allowed		
Alcoholic Beverages and Tobacco Products	Funds Held in Fund 948 (Other Than Fund 485) or Auxiliary Funds***		

*At the discretion of the Division Head or designee, groups names and/or affiliations may be utilized to identify guests/attendees (e.g., Academic Senate Executive Committee Members) rather than names and titles of individual attendees.

**D11 approval by the Division Head or designee confirms event attendance by an employee and, as appropriate, by the employee's spouse/partner satisfies these requirements. D11 event attendance requirements do not apply to meetings or conferences covered by an approved travel authorization.

***Subject to applicable laws and agreements (Fund 948), policies and restrictions established by the auxiliary organization and if applicable the agreement establishing permissible use of funds (auxiliary organization funds).

Approval of Division Head or Designee (Delegation of approval authority must be approved by the Division Head and be on file in Finance and each auxiliary organization): A Division Head may elect to designate more than one individual to authorize D11 expenditures on his/her behalf up to \$500. It is the responsibility of the approver to ensure all funding source restrictions are observed.

By my signature, I certify that documentation is complete per the terms of Directive 11 and that the requirements of the pertinent section of Directive 11 have been met.

Division Head (VP or equivalent) or Designee Approval

Date