



Foundation Card Packet

Check List:

1. CSFPF Check Request Form ([sample](#))
<http://foundation.fullerton.edu/resources/pdfs/Check%20Request.pdf>
2. Include Wells Fargo Bank Statement ([sample](#))
3. Supporting Documentation
 - a. Tape receipts on letter size paper
<http://foundation.fullerton.edu/resources/pdfs/Template.pdf>
 - b. Lost/Missing Receipt (if needed)
http://foundation.fullerton.edu/resources/pdfs/Lost_Receipt_New.pdf
 - c. D11 Form (calculate per-person rate); Attached attendance list
<http://finance.fullerton.edu/Procurement/Directive11/>
<http://foundation.fullerton.edu/resources/pdfs/Directive%2011.pdf>

*We follow all state policies and procedure for D11 Form.
*Authorization to exceed the maximum per person rate form
4. Appropriate Signature(s) (two if over \$3,000)