

INSTRUCTIONAL PROCEDURES

CSFPF requires invoices related to purchase orders to be submitted using the ServiceNow PO Payment Request.

Submitting a CSFPF PO Payment Request:

1. Click on the CSFPF ServiceNow PO Payment Request located under the requisition request section on the CSFPF website: <http://foundation.fullerton.edu/forms/>
2. Complete the PO Payment Request by ensuring the following information is provided:
 - Valid PO Number (must start with “P”)
 - Vendor information will automatically populate
 - Enter requested payment amount
 - If final payment, check box
 - Upload invoice
3. Authorized approver
 - Select the primary account signer from the dropdown menu
 - If you have a question as to who is the primary account signer for a specific account, use the following link to access the [Acct Info](#)
4. Read and check the attestation box prior to clicking on the submit button
5. Once the request has been submitted, the requester will receive a confirmation email referencing a unique RITM number. A separate email will be sent to the authorized approver requesting their approval.

CSFPF generally requires a minimum lead-time of two weeks to process an approved payment request.

If you have any questions, please contact the Foundation at CSFPFAP@fullerton.edu or 657-278-2786