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/](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](mailto:CSFPFAP@fullerton.edu) or 657-278-2786