

# Qualifying Items for Check Request

*(This list of qualifying items is subject to change without notice)*



1. Advertisements *(a copy of the ad/tear sheet is required. Purchase Order is required for ads \$5,000 or more.)*
2. Books and Publications
3. Certification Fees
4. Chancellor's Office/CSU Campuses
5. Change Fund
6. Copyright Fees
7. CSU Auxiliaries *(with a CSU ASC or ASI invoice for services and commodities is required for processing.)*
8. Donor Refund
9. Faculty/Staff Emergency Funds
10. Freight/Delivery Charge *(not included on a purchase order)*
11. Government Payments
12. Honorarium *(non-employee and non-consulting -guest lecturer/speaker, payments to individuals only. Companies must go through the requisition request. Guest travel must comply with CSU travel policy. Recurring payments, payments for services, or honorariums for foreign nationals are not permitted.)*
13. Membership and Dues *(requires Justification Form)*
14. Non-Student Scholarships
15. Permits and License Fees *(fees for filing and reporting. For example, South Coast Air Quality Management District. Excludes software license agreements.)*
16. Sponsorships
17. Student Emergency Funds
18. Student Refunds *(for example, EWP and CSET exams, housing, and student orientation)*
19. Subscriptions *(magazines, books, periodicals, publications only. Excludes IT-related subscriptions/renewals require a Purchase Order.)*
20. Travel Pre-Payment Registration *(fee payable directly to an organization only. Must attach a copy of the approved Travel Request and copy of the registration form)*
21. University Guests Travel Reimbursement
22. Virtual Conference Registration *(the Foundation Card is the preferred method. "Virtual Conference" must be stated on the registration documentation or provide verification of virtual conference. Employee/student is responsible for notifying the Foundation of a cancelation and is to provide a reason for canceling and if they received a refund.)*

Please email [CSFPFAP@Fullerton.edu](mailto:CSFPFAP@Fullerton.edu) with any questions regarding qualifying items or the check request process.