

CHECKLIST

The following checklist is to serve as a guide through the various steps of the check request process:

- Vendor Email Address
- Honorarium Form (for honorarium check request)
- Description, account number, and object code
- Special Instruction
- Apply sale tax, delivery, and other applicable fees
- Hospitality Form (D11)
- IT Authorization
- Vendor Insurance
- Unauthorized Purchase Approval Request (UPAR)
- Authorized signature and date (two signatures for requests over \$3,000)
- Attach original documentation (quote, invoice, receipt(s), etc.)
- Submit Form and Supporting Documentation using ServiceNow.

For additional information regarding the check request process, please reference the CSFPF Check Request Guidelines on the Philanthropic Foundation website: <http://foundation.fullerton.edu/policies-forms/>