

## INSTRUCTIONAL PROCEDURES

CSFPF Check Request is to process payment or reimbursement on qualified expenditures using the procedure established below:

### Submitting a CSFPF Check Request:

1. Click on the CSFPF ServiceNow Check Request located on the CSFPF website: <http://foundation.fullerton.edu/forms>.
2. Complete the Check Request by ensuring the following information is provided:
  - Vendor information (name, email, and mailing address)
    - For a change fund request, the custodian's (person responsible) information must be reflected in the vendor/payee section.
  - Request types:
    - Payment: direct payment to the vendor
    - Honorarium: recognition payment to an individual for services performed (refer to Honorarium Justification Form for additional requirements and instructions)
    - Change Fund: used to make changes at approved fundraising events and other events where CSFPF serves as the fiscal agent (refer to the Change Fund policy for additional requirements and instructions)
    - Non-CSUF Scholarship: scholarship payment to a student not currently attending CSUF
    - Reimbursement: reimbursement to CSUF and Auxiliary employees/students.
  - Goods and Services: click the add button to enter the following information
    - Description and justification
    - Invoice number, if applicable
    - CSFPF account number
    - Object Code will automatically populate for honorarium, change fund, and non-CSUF scholarship. CSFPF will enter information for payment and reimbursement
    - Total amount to be paid (including sales tax, delivery charges, and other applicable fees)
    - Once the required data has been entered, click the add button to save
    - If additional lines are needed, click the add button and repeat the steps listed above.
  - Compliance review questions need to be answered before proceeding.
    - Depending on the answer selected, the system may require uploading documents (hospitality (D11) form, insurance, or UPAR) or entering the IT authorization number.
3. Upload supporting documentation, which may include but is not limited to vendor quotes, invoices, registration forms, receipts, and any other documentation.
4. Authorized approver.
  - Select the appropriate approver from the dropdown menu
  - The system will automatically add a second approver box if the requested amount exceeds \$3,000.
5. Read and check the attestation box prior to clicking on the submit button.
6. Once the check request has been submitted, the requester will receive a confirmation email referencing a unique RITM number associated with the request. A separate notification will be sent to the authorized approver requesting their approval. In the event the override box was checked, the notification will be sent directly to the Foundation Accounts Payable team.

CSFPF generally requires a minimum lead time of 15 business days to process a complete check request. A check request that is required with less than 10 business days to process may be charged a rush fee.

**For additional information or questions, please contact the Foundation at [CSFPFAP@fullerton.edu](mailto:CSFPFAP@fullerton.edu) or 657-278-2786.**