

CSFPF Purchase Order Payment Guide

The article covers how purchase orders (PO) are sent to vendors and processed for payment. CSFPF requires invoices related to Foundation purchase orders to be submitted using the ServiceNow PO Payment Request.

- 1. When approved, department contacts and vendor will be notified by CSFPF with a PO number**
- 2. Click on the [CSFPF ServiceNow PO Payment Request](#) on the CSFPF website.**
- 3. Complete the PO Payment Request by ensuring the following information is provided:**
 - Valid PO Number
 - Vendor information will automatically populate
 - Enter requested payment amount
 - If this is the final payment, check the “final payment” box. The PO will close upon final payment.

! The total payments made on a PO **must not exceed 10% above the originally approved PO amount**. If this threshold is exceeded, a Change Order must be submitted and approved through the CSFPF ServiceNow Requisition Request system prior to processing the PO payment.

In the example below, the total PO payments cannot exceed \$2,200 without a change order.

Requester Information

*Requester/Preparer

*Email

*Today's date

*PO Number

Found PO number P25-0000 in an existing request. Please verify vendor information populated below

Vendor Information

Vendor/Payee name

Vendor email

Mailing address

Payee is an employee of the CSU system or its auxiliaries.

Payment Information

PO Amount

Remaining Balance

PO Payments

*Requested Payment Amount

Final payment

* Upload invoice

3. Upload the invoice provided by the vendor.

4. Select the appropriate approver of the account being charged.



Not sure who the appropriate approver signer is? You can view a list of signers with our [Acct Info Foundation Report](#). Add your CSFPF account number in the **GL Key/Project** field and submit for a report of account signers. The requestor cannot also be the approver.

5. Read and check the attestation box prior to clicking on the submit button.

Next Steps

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.

Need Help?

Additional information regarding the procurement process, please reference the CSFPF Procurement Policy on the Philanthropic Foundation website:

<http://foundation.fullerton.edu/policies-forms/>

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