

**REQUISITION**

REQUISITION NO. \_\_\_\_\_

DATE: \_\_\_\_\_

VENDOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

QUOTER/CONTACT: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX \_\_\_\_\_

DATE NEEDED (BE SPECIFIC) \_\_\_\_\_

Quantity	Unit	DESCRIPTION/PART NUMBER (Color, Size, Make, Model, Length, Width, Height, Etc.)	Category/ Asset Profile	Unit Price	Extension

**Please use page two if additional lines are needed.**SUBTOTAL page 2  
(if applicable)SERVICES: ☐ On-site or ☐ Off-site SERVICE TERM: \_\_\_\_\_ FISCAL YEAR: \_\_\_\_\_

DELIVER MATERIAL TO DEPARTMENT: \_\_\_\_\_

NAME: \_\_\_\_\_ EXT. \_\_\_\_\_ EMAIL: \_\_\_\_\_

**SUBTOTAL**SALES TAX RATE  
(LA County .1025%)

SALES TAX

SHIPPING/  
HANDLING**TOTAL**CFS \_\_\_\_\_  
Account \_\_\_\_\_ Fund \_\_\_\_\_ Dept. ID \_\_\_\_\_ Program \_\_\_\_\_ Class \_\_\_\_\_ Project (if applicable) \_\_\_\_\_Requested By \_\_\_\_\_  
Print Name/Email \_\_\_\_\_ Signature \_\_\_\_\_

Department \_\_\_\_\_ Ext. \_\_\_\_\_ Date \_\_\_\_\_

*I HEREBY CERTIFY/AUTHORIZE UPON MY PERSONAL KNOWLEDGE THE ABOVE ESTIMATED EXPENDITURES ARE NECESSARY.*Approved By \_\_\_\_\_  
Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Department \_\_\_\_\_ Ext. \_\_\_\_\_ Date \_\_\_\_\_

Vice President or Designee (if applicable) \_\_\_\_\_

ATI Review (if applicable) \_\_\_\_\_

I &amp; IT Review (if applicable) \_\_\_\_\_

Procurement Use Only: PROPERTY REVIEW \_\_\_\_\_ CFS REVIEW \_\_\_\_\_ COI REQUIRED \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_

Please review the Requisition Checklist located at <http://www.cpp.edu/~fas/forms/procurement/Checklist.pdf> to ensure that all necessary signatures and authorizations have been obtained.

Page \_\_\_\_\_ of \_\_\_\_\_ Pages

[illegible]

# Requisition Checklist

Please review the following items and obtain necessary signatures and authorizations (if applicable)

- ☐ Complete Chartfield String and Fiscal Year
- ☐ Appropriate authorized signature (owner of CFS)
- ☐ Use of campus resources – CPP Foundation (bookstore, food services, catering, campus lodging) and Graphic Communications Services (printing and publications) for all state or foundation business instead of going off campus  
*(as stated in Presidential Order – March 2009) See link below:*  
[http://www.cpp.edu/~policies/presidential-orders/presidential\\_order\\_foundation\\_services.shtml](http://www.cpp.edu/~policies/presidential-orders/presidential_order_foundation_services.shtml)
- ☐ Requisitions for IT software and services over \$1,000, and computer hardware over \$5,000 - require prior review and approval of the I&IT Division designee.  
*(as stated on I&IT policy and procedures) See link below:*  
<http://www.cpp.edu/~it/policies-procedures-guidelines/index.shtml>
- ☐ ATI Review –E&IT products and services must be reviewed by ATI Coordinator, as a result of Federal Law Section 508 and CSU Executive Order 926 (ATI Procurement Review Decision Guidelines – Dec. 2008)  
<http://www.cpp.edu/~accessibility/documents/ATIProcurementReviewDecisionGuidelines-Final20081212.pdf>  
  
*For additional information: <http://www.cpp.edu/~accessibility>*
- ☐ Hospitality items – any hospitality items purchased with state funds require VP or designee approval AND must meet the requirements as outlined in the Hospitality, Payment or Reimbursement of Expenses Policy 1301.00. *See link below:*  
  
<http://www.cpp.edu/~policies/university/financial/docs/1301-00-Hospitality-Payment.pdf>  
  
(Remember that CPP Foundation and GCS must be utilized first when applicable. If they waive the Presidential Order, and off campus vendors are utilized, a copy of the waiver showing their approval must be submitted with the requisition.)