CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA

REQUISITION

REQUISITION NO. _____

DATE: _____

VENDOR: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

QUOTER/CONTACT: _____

EMAIL: _____

Procurement Department Use Only:

PURCHASE/SERVICE ORDER NO. _____

PO TYPE _____ VENDOR ID _____

RESERVE DATE _____

BUYER CONFIRMATION # _____ ASSIGNED TO: _____

CUSTOMER/ACCOUNT # _____

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)*	
SUBTOTAL	
SALES TAX RATE *(LA County 9.5%)*	
SALES TAX	
SHIPPING/ HANDLING	
TOTAL	

SERVICES: On-site or   Off-site SERVICE TERM: _____ FISCAL YEAR: _____

DELIVER MATERIAL TO DEPARTMENT: _____

NAME: _____ EXT. _____ EMAIL: _____

CFS

Account	Fund	Dept. ID	Program	Class	Project *(if applicable)*

Requested By

Print Name/Email   (Signature)

Ext.   Date

I HEREBY CERTIFY/AUTHORIZE UPON MY PERSONAL KNOWLEDGE THE ABOVE ESTIMATED EXPENDITURES ARE NECESSARY.

Approved By

Print Name   (Signature)   Print Name   (Signature)

Department   Ext.   Date

Vice President signature required for $1,000 or higher

Print Name   (Signature)   **Print Name**   (Signature)

ATI Review *(if applicable)*

Print Name   (Signature)

I & IT Review *(if applicable)*

Print Name   (Signature)

Procurement Use Only: PROPERTY REVIEW _____ **CFS REVIEW** _____ **COI REQUIRED** ❑ YES ❑ NO

Please email this form to: procurement@cpp.edu

Page _____ of _____ Pages

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Quantity	Unit	DESCRIPTION/PART NUMBER (Color, Size, Make, Model, Length, Width, Height, Etc.)	Category/ Asset Profile	Unit Price	Extension
			SUBTOTAL (Transfer to page 1)		

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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:llwww.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/policies/university/information-technology/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.shtml

❑   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.)