

REQUISITION CHECKLIST (INTERNAL USE ONLY)

Please review the following items and obtain the necessary document, if applicable, with your submission to procurement@cpp.edu. Fail to provide proper signatures and documents will be return.

For service order, a valid Quotation/Proposal (Dated within 30 Days) must be provided with Requisition. Quantities and pricing must match submitted Requisition.

Appropriate authorized signature(s) (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

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>

Under no circumstances, shall CPP Requisitions be submitted to Vendors. CPP Requisition is an internal document used within the University to process and issue a Purchase Order.

(Reminder, 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 therequisition.)

REQUISITION

DATE: _____
 VENDOR: _____
 ADDRESS: _____
 CITY/STATE/ZIP: _____
 QUOTER/CONTACT: _____
 EMAIL: _____
 PHONE: _____ FAX _____ DATE NEEDED (BE SPECIFIC) _____

Procurement Department Use Only:	
PURCHASE/SERVICE ORDER NO.	_____
PO TYPE _____	VENDOR ID _____
RESERVE DATE	_____
BUYER CONFIRMATION # _____	ASSIGNED TO: _____
CUSTOMER/ACCOUNT # _____	_____

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 <i>(if applicable)</i>	
SERVICES: On-site or Off-site SERVICE TERM: _____ FISCAL YEAR: _____				SUBTOTAL	
DELIVER MATERIAL TO DEPARTMENT: _____				SALES TAX RATE <i>(LA County 9.5%)</i>	
NAME: _____ EXT. _____ EMAIL: _____				SALES TAX	
				SHIPPING/ HANDLING	
				TOTAL	

CFS	Account	Fund	Dept. ID	Program	Class	Project <i>(if applicable)</i>
Requested By	Print Name/Email			Ext.	(Signature)	
				Date		
<i>I HEREBY CERTIFY/AUTHORIZE UPON MY PERSONAL KNOWLEDGE THE ABOVE ESTIMATED EXPENDITURES ARE NECESSARY.</i>						
Approved By	Print Name	(Signature)		Print Name	(Signature)	
Department				Ext.	Date	
Vice President or Designee <i>(if applicable)</i>	Print Name	(Signature)		Print Name	(Signature)	
ATI Review <i>(if applicable)</i>				Print Name	(Signature)	
I & IT Review <i>(if applicable)</i>				Print Name	(Signature)	

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

Please email requisition form to: procurement@cpp.edu

