

REQUISITION CHECKLIST (INTERNAL USE ONLY)

Please review the following items and obtain the necessary document, if applicable, with your submission to <https://app.smartsheet.com/b/form/55ac9b05706f429caa2e8bd69c2ef8a8> Failure 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 (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 9.5%)	
SALES TAX	
SHIPPING/HANDLING	
TOTAL	

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

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