

REQUISITION

REQUISITION NO. _____

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 # _____

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.

SERVICES: <input type="checkbox"/> On-site or <input type="checkbox"/> Off-site SERVICE TERM: _____ FISCAL YEAR: _____ DELIVER MATERIAL TO DEPARTMENT: _____ NAME: _____ EXT. _____ EMAIL: _____	SUBTOTAL page 2 (if applicable)	
	SUBTOTAL	
	SALES TAX RATE <i>(LA County .095%)</i>	
	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 & 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.

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

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
 - 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.)**