E. Qualifying Items for Check Request

1. Accreditation fees and expenses
   Non-Employee Reimbursable Travel Expenses -Invoice (Form K)
   (if there is non-employee travel)

2. Advertisements. A copy of ad/tear sheet is required
   Purchase Order is required if over $5,000. See Contracts and Procurement.

3. Books and publications

4. Cal State Teach site mentors/master teachers/assessors/facilitators
   Purchase Order is required if over $1,000. See Contracts and Procurement.

5. Certification fees

6. Chancellor's office

7. Copyright fees

8. CSU Auxiliaries
   CSU ASC, Philanthropic foundation, ASI, etc, services and commodities require a Purchase Order. See Contracts and Procurement.

9. Division of the State Architect. Requires Contracts and Procurement approval

10. Federal work study reimbursements
    For example: Student Financial Services Think Together, friendly center, Boys & Girls Club.

11. Financial Services Department. Pre-authorized approval is required

12. Finger printing charge

13. Freight / delivery charge (not included on a purchase order)

14. Government payments

15. Honorarium
    For example: Non-employee and non-consulting -guest lecturer / guest speaker, payments to individuals only, companies must go through Contracts and Procurement. Guest travel must comply with CSU travel policy. Payments allowed are for one-time, non-recurring payments only. Payments allowed are for one-time, non-recurring payments only. Payments for services are not permitted, submit a purchase requisition to contracts and procurement for all service orders. Honorariums for Foreign Nationals require an International Letter of Invitation. For information regarding Letter of Invitation, please contact the CSUF Tax Office at CSUFTaxOffice@fullerton.edu.

16. Interview Committee Meal(s) with On-Campus Candidate

17. Library or school district facility rental
    Cannot exceed $100

18. Marine biology facility rental

19. Membership and dues requires Justification Form

20. Online program/external testing center student reimbursement.

21. Overtime meal allowances

22. Parking
    For example: commuter reimbursements & rewards, refunds, permits, violations

23. Parking & transportation cab fare/rideshare program

24. Perkins loan
    For example: credit balance/overpayment on loans

25. Permits and license fees / fees for filing, reporting
    For example: South Coast Air Quality Management District, excludes software license agreement.

26. Petty Cash for campus department account only.
    Must have Petty Cash for department use set up

27. Postage fees for mail center use only

28. Pre-doctoral for internships

29. Returning funds to donor

30. Risk management insurance, premiums, fees

31. SBS Fees and Refunds
    For example: Perkins loan credit balance/overpayments, collection agency fees, credit card processing fees

32. Settlements

33. Specialized training/staff development reimbursement

34. State Controller's Office

35. Student refunds
    For example: EWP and CSET exams, housing, student orientation

36. Student Study Abroad participation fees

37. Subscriptions
    For example: magazines, books, periodicals, publications only. Excludes IT related subscriptions/renewals require a Purchase Order.

38. Travel pre-payment for registration fee payable directly to organization only
    Must attach a copy of the approved Concur Travel Request and copy of registration form

39. Uniform Allowances
    For employees in classification codes 8810-8812 Parking officer and 8820-8822 (Community Service Specialist) only.

40. Utilities

41. Virtual Conference Registration – Preferred method is through pcard - Virtual Conference must be stated on registration or provide verification of virtual conference. Employee/student is responsible for notifying A/P department if they cancel prior to the conference/training, reason for canceling and if they received a refund.

42. Wash multifamily laundry systems
    For example: Web Laundry