## 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)
- Advertisements. A copy of ad/tear sheet is required\_ Purchase Order is required if over \$5,000. See Contracts and Procurement.
- Books and publications
- Cal State Teach site mentors/master teachers/ assessors/facilitators

Purchase Order is required if over \$1,000. See Contracts and Procurement.

- Certification fees
- Chancellor's office
- 7. Copyright fees
- CSU Auxiliaries

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

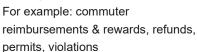
- Division of the State Architect. Requires Contracts and Procurement approval
- 10. Federal work study reimbursements For example: Student Financial Services Think Together, friendly center, Boys & Girls Club.
- 11. Financial Services Department. Preauthorized approval is required
- 12. Finger printing 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, nonrecurring 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.









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 registrationfee 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











