

## 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](mailto: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