Introduction notes: This Manual Purchase Requisition Form is used to submit a request to Contracts & Procurement for a FY19/20 Purchase Order (PO) only. This form is required because the period for submitting a FY19/20 requisitions via CFS is now closed.

### Processing Steps

**Step 1**
- Obtain a Manual Purchase Requisition Form from Contracts & Procurement via email at: DL-C_and_P@fullerton.edu

**Step 2**
- Upon receiving a Manual Requisition Form proceed to fill out all fillable fields:
  - Include:
    1. Full Vendor Name
    2. Vendor Phone Number
    3. Vendor Contact Name and Email (If Applicable)
    4. CSUF Department Name
    5. Campus Office to Deliver to (Optional)
    6. Date Services/Products are wanted
    7. Requester Name (Printed) & Campus Extension
    8. Approver Name (Printed)
    9. Full Chart Field String
    10. Quantity of Order
    11. Unit of Measurement (UOM) i.e. Each or Lot
    12. Price Per Unit
    13. Full Description of Services/Products
    14. Dollar Amount
    15. Subtotal
    16. Tax (If Applicable)
    17. Shipping (If Applicable)
    18. Total

**Step 2.1**
- Leave the Purchase Order No. and Req. No. fields blank as these will be filled in by C&P

**Screen Shots**

**NOTE:** THIS IS A SPECIAL USE ONLY FORM WHICH REQUIRES PRIOR APPROVAL BY CONTRACTS & PROCUREMENT. PLEASE EMAIL DL-C_and_P@fullerton.edu FOR APPROVAL PRIOR TO SUBMITTAL.
**Step 3**
- Submit the Form to your department Approver for signature

*Note: Approver must be listed in the campus Delegation of Authority as an appropriate approver for the department ID being used in the Chart Field.*

<table>
<thead>
<tr>
<th>Signature</th>
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<td>(Approver Must Be Listed in Delegation of Authority)</td>
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**Step 4**
- Submit Approved Form to DL-C_and_P@fullerton.edu for processing