

PURCHASE ORDER CHECKLIST

- ☐ Payee information lists name and address
- ☐ "Ship merchandise to" lists where goods should be delivered on campus
- ☐ Contact information is complete
- ☐ Description of goods or services being purchased is complete. Provide quote and/or supporting document.
- ☐ ASC Project number is listed and currently active
- ☐ Object code is part of the project
- ☐ Compliance questions are answered regarding IT Expenses, hospitality, and if vendor will be on campus
- ☐ IT Authorization number is provided, if applicable [IT Purchasing - IT Purchasing | CSUF](#)
- ☐ Approved Sole Source/ Bid Form is provided for purchases over \$5000 [2-Competitive-Bid-Form.pdf](#)
- ☐ Approved Hospitality Justification Form is provided for applicable purchases [hospitality-justification-form.pdf](#)
- ☐ Authorized signer has reviewed, signed and dated request