CHECK REQUEST CHECKLIST

☐ Name in Vendor/ payee section is complete and matches the invoice, if applicable

☐ Mailing address is complete

☐ Email address is provided

☐ All questions regarding employment and citizenship are answered

☐ Contact information is completed

☐ Description indicates purpose of payment

☐ Invoice number should match the invoice being paid. (leave blank for honorariums and reimbursements)

☐ Project number is listed and currently accepting transactions at time of submission.

☐ Object code is listed and part of the project

☐ Authorized signer and date is completed (Please keep in mind a PI may not approve their own reimbursements)

☐ If a reimbursement, itemized receipts are complete, legible, and reference a method of payment

☐ IT Authorization is provided, if applicable IT Purchasing - IT Purchasing | CSUF

☐ Completed sole source/ bid Form is attached for purchases over $5000 2-Competitive-Bid-Form.pdf

☐ Approved Hospitality Justification form is provided for applicable expenses hospitality-justification-form.pdf