

Check Request Guidelines

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AUTHORIZED INCIDENTAL ITEMS AND NOTES

Complete all appropriate fields on the form. Do not use the form except for the processing of authorized items as identified below. The individual approving the payment must have signature authority on the account identified and may not be the same person requesting the payment. *This form is not to be used for employee reimbursements.

| | Transaction Type | Dollar Limit | Notes |
|---|-----------------------------------|--------------|--|
| 1 | Accreditation | None | Accreditation expenses and travel directly associated with the bringing of an accreditation team to the University. This does not apply to printing and other such expenses associated with visit. |
| 2 | Advertisements | None | Newspaper and/or journal advertisements must include copies of tear sheets (actual copies of each publication of the printed ad) along with the invoice. |
| 3 | Caterers/Food Service/Hospitality | \$1,000 | u l] Z design Ad provider and should be used for all campus @ |

Note: Several service categories were removed from the Check Request process due to CSU insurance coverage requirements.

Revised: 12-09-13

*For Reimbursements to Employees, a travel claim form is needed instead of a Check Request.