REQUISITION CHECKLIST(INTERNAL USE ONLY)

Please review the following items and obtain the necessary document, if applicable, with your submission to
https://app.smartsheet.com/b/form/7a4d769706fe4266bef814fe8d2cac52 - Failure to   provide   proper   signatures
and documents will be return.

For service order, a valid Quotation/Proposal (Dated within 30 Days) must be provided with
Requisition. Quantities and pricing must match submitted Requisition.

Appropriate authorized signature(s) (owner of CFS)

Use of campus resources – CPP Foundation (bookstore, food services, catering, campus lodging)
and Graphic Communications Services (printing and publications) for all state or foundation
business instead of going off campus *(as stated in Presidential Order – March 2009) See link
below:*
http:llwww.cpp.edu/~policies/presidential-orders/presidential_order_foundation_services.shtml

Requisitions for IT software and services over $1,000, and computer hardware over $5,000 -
require prior review and approval of the I&IT Division designee. *(as stated on I&IT policy and
procedures) See link below:*
 http://www.cpp.edu/policies/ university/information-technology/index.shtml

ATI Review –E&IT products and services must be reviewed by ATI Coordinator, as a result of
Federal Law Section 508 and CSU Executive Order 926 *(ATI Procurement Review Decision
Guidelines – Dec. 2008)*
*http://www.cpp.edu/~accessibility/documents/ATIProcurementReviewDecisionGuidelines-
Final20081212.pdf*

For additional information: http://www.cpp.edu/accessibility.shtml

Hospitality items – any hospitality items purchased with state funds require VP or designee
approval AND must meet the requirements as outlined in the Hospitality, Payment or
Reimbursement of Expenses Policy 1301.00 *See link below:*

http://www.cpp.edu/~policies/university/financial/docs/1301-00-Hospitality-Payment.pdf

Under no circumstances, shall CPP Requisitions be submitted to Vendors. CPP Requisition is
an internal document used within the University to process and issue a Purchase Order.

(Reminder, CPP Foundation and GCS must be utilized first when applicable. If they waive the
Presidential Order,and off campus vendors are utilized, a copy of the waiver showing their
approval must be submitted with therequisition.)

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA **(INTERNAL CPP USE ONLY)**

REQUISITION

REQUISITION NO. _____

DATE: _____

VENDOR: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

QUOTER/CONTACT: _____

EMAIL: _____

PHONE: _____ FAX _____ DATE NEEDED (BE SPECIFIC) _____

Quantity	Unit	DESCRIPTION/PART NUMBER (Color, Size, Make, Model, Length, Width, Height, Etc.)	Category/ Asset Profile	Unit Price	Extension

Please use page two if additional lines are needed.

SUBTOTAL page 2 *(if applicable)*	
SUBTOTAL	
SALES TAX RATE *(LA County 9.5%)*	
SALES TAX	
SHIPPING/ HANDLING	
TOTAL	

SERVICES: On-site or   Off-site SERVICE TERM: _____ FISCAL YEAR: _____

DELIVER MATERIAL TO DEPARTMENT: _____

NAME: _____ EXT. _____ EMAIL: _____

CFS

Account	Fund	Dept. ID	Program	Class	Project *(if applicable)*

Requested By

Print Name/Email   (Signature)

Ext.   Date

I HEREBY CERTIFY/AUTHORIZE UPON MY PERSONAL KNOWLEDGE THE ABOVE ESTIMATED EXPENDITURES ARE NECESSARY.

Approved By

Print Name   (Signature)   Print Name   (Signature)

Department   Ext.   Date

Vice President or
Designee *(if applicable)* _____ _____ _____ _____
                          Print Name   (Signature)   **Print Name**   (Signature)

ATI Review *(if applicable)*

Print Name   (Signature)

I & IT Review *(if applicable)*

Print Name   (Signature)

Procurement Use Only: PROPERTY REVIEW _____ **CFS REVIEW** _____ **COI REQUIRED** ❏ **YES** ❏ **NO**

Please email requisition form to: procurement@cpp.edu

Page _____ of _____ Pages

Rev. 06/24

Quantity	Unit	DESCRIPTION/PART NUMBER (Color, Size, Make, Model, Length, Width, Height, Etc.)	Category/ Asset Profile	Unit Price	Extension
			SUBTOTAL (Transfer to page 1)		

Rev. 06/24