

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	Screen Shots																																																																																		
<p>Step 1</p> <ul style="list-style-type: none"> Obtain a Manual Purchase Requisition Form from Contracts & Procurement via email at: DL-C and P@fullerton.edu 	<p>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.</p>																																																																																		
<p>Step 2</p> <ul style="list-style-type: none"> Upon receiving a Manual Requisition Form proceed to fill out all fillable fields: Include: <ol style="list-style-type: none"> Full Vendor Name Vendor Phone Number Vendor Contact Name and Email (If Applicable) CSUF Department Name Campus Office to Deliver to (Optional) Date Services/Products are wanted Requester Name (Printed) & Campus Extension Approver Name (Printed) Full Chart Field String Quantity of Order Unit of Measurement (UOM) i.e. Each or Lot Price Per Unit Full Description of Services/Products Dollar Amount Subtotal Tax (If Applicable) Shipping (If Applicable) Total <p>Step 2.1</p> <ul style="list-style-type: none"> Leave the Purchase Order No. and Req. No. fields blank as these will be filled in by C&P 	<div style="text-align: right;">Purchase Order No. <input type="text"/></div> <hr/> <table border="0"> <tr> <td>1. Vendor</td> <td><input type="text"/></td> <td>Req. No.</td> <td><input type="text"/></td> <td>Date</td> <td><input type="text"/></td> </tr> <tr> <td></td> <td></td> <td>4. Department</td> <td colspan="3"><input type="text"/></td> </tr> <tr> <td></td> <td></td> <td>5. Deliver to</td> <td><input type="text"/></td> <td>6. Date Wanted</td> <td><input type="text"/></td> </tr> <tr> <td>2. Phone</td> <td><input type="text"/></td> <td>7. Requested by</td> <td><input type="text"/></td> <td>Ext</td> <td><input type="text"/></td> </tr> <tr> <td>3. Contact</td> <td><input type="text"/></td> <td>8. Approved by</td> <td colspan="3"><input type="text"/></td> </tr> </table> <p>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.</p> <p>Print Name <input type="text"/> Signature <input type="text"/> <i>(Approver Must Be Listed in Delegation of Authority)</i></p> <table border="0"> <tr> <td>9. <input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Account (6)</td> <td>Fund(5)</td> <td>Department (5)</td> <td>Program (4)</td> <td>Class (5)</td> <td>Project (8)</td> </tr> </table> <p><input type="button" value="Add Row"/></p> <table border="1"> <thead> <tr> <th></th> <th>QTY</th> <th>UOM</th> <th>UNIT PRICE</th> <th>DESCRIPTION</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>X</td> <td>10.</td> <td>11.</td> <td>12.</td> <td>13.</td> <td>14.</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Subtotal</td> <td>15.</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Tax</td> <td>16.</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Shipping</td> <td>17.</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Total</td> <td>18.</td> </tr> </tbody> </table> <div style="text-align: right;">Purchase Order No. <input type="text"/> C&P Use Only</div> <hr/> <table border="0"> <tr> <td>Req. No.</td> <td><input type="text"/> C&P Use Only</td> <td>Date</td> <td><input type="text"/></td> </tr> </table>	1. Vendor	<input type="text"/>	Req. No.	<input type="text"/>	Date	<input type="text"/>			4. Department	<input type="text"/>					5. Deliver to	<input type="text"/>	6. Date Wanted	<input type="text"/>	2. Phone	<input type="text"/>	7. Requested by	<input type="text"/>	Ext	<input type="text"/>	3. Contact	<input type="text"/>	8. Approved by	<input type="text"/>			9. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Account (6)	Fund(5)	Department (5)	Program (4)	Class (5)	Project (8)		QTY	UOM	UNIT PRICE	DESCRIPTION	AMOUNT	X	10.	11.	12.	13.	14.					Subtotal	15.					Tax	16.					Shipping	17.					Total	18.	Req. No.	<input type="text"/> C&P Use Only	Date	<input type="text"/>
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<p>Step 3</p> <ul style="list-style-type: none"> • Submit the Form to your department Approver for signature <p>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.</p>	<div style="background-color: #e6f2ff; height: 30px; width: 100%;"></div> <p>Signature</p> <p>(Approver Must Be Listed in Delegation of Authority)</p>
<p>Step 4</p> <ul style="list-style-type: none"> • Submit Approved Form to DL-C and P@fullerton.edu for processing 	