## E. Qualifying Items for Check Requests

1. Accreditation fees and expenses  
   *Non-Employee Reimbursable Travel Expenses - Invoice (Form K) (if there is non-employee travel)*

2. Advertisements. A copy of ad/tear sheet is required  
   *Purchase Order is required if over $5,000. See Contracts and Procurement.*

3. Arbitration / settlements

4. Books and publications

5. Cal State Teach site mentors/master teachers/assessors/facilitators  
   *Purchase Order is required if over $1,000. See Contracts and Procurement.*

6. Certification fees

7. Chancellor's office

8. Copyright fees

9. CSU Auxiliaries  
   *CSU ASC, Philanthropic foundation, ASI, etc, services and commodities require a Purchase Order. See Contracts and Procurement.*

10. Division of the state architect. Requires Contracts and Procurement approval

11. Finger printing charge

12. Freight / delivery charge (not included on a purchase order)

13. Federal work study reimbursements  
   *For example: Student Financial Services Think Together, friendly center, Boys & Girls Club.*

14. Financial Services Department. Pre-authorized approval is required

15. Government payments

16. Honorarium  
   *For example: Non-employee and non-consulting - guest lecturer / guest speaker, payments to individuals only, companies must go through Contracts and Procurement. Guest travel requires D11, guest travel must comply with CSU travel policy. Payments allowed are for one-time, non-recurring payments only. Payments over $5000 is considered a contractual services, services are not permitted, submit a purchase requisition to contracts and procurement for all service orders. Honorariums for Foreign Nationals require an International Letter of Invitation. For information regarding Letter of Invitation, please contact the CSUF Tax Office at CSUTFaxOffice@fullerton.edu.*

17. Library or school district facility rental  
   *Cannot exceed $100.*

18. Interview Committee Meal(s) with On-Campus Candidate

19. Marine biology facility rental

20. Membership and dues

21. Online program/external testing center student reimbursement

22. Overtime meal allowances

23. Parking  
   *For example: commuter reimbursements & rewards, refunds, permits, violations*

24. Parking & transportation cab fare/rideshare program

25. Perkins loan  
   *For example: credit balance/overpayment on loans*

26. Permits and license fees / fees for filing reporting  
   *For example: south coast air quality management district, excludes software license agreement.*

27. Petty Cash for campus department

28. Postage fees for mail center use only

29. Pre-doctoral for internships

30. Returning funds to donor

31. Risk management insurance, premiums, fees

32. Settlements

33. SFS  
   *(For example: Perkins loan credit balance/overpayments, collection agency fees, credit card processing fees)*

34. Specialized training/staff development reimbursement

35. State controller's office

36. Student refunds  
   *For example: EWP and CSET exams, housing, student orientation*

37. Student Study Abroad participation fees

38. Subscriptions  
   *For example: magazines, books, periodicals, publications only. Excludes IT related subscriptions/renewals require a Purchase Order.*

39. Travel pre-payment for registration fee.  
   *Must attach a copy of the approved Concur Travel Request and copy of registration form*

40. Uniform Allowances  
   *For employees in classification codes 8810-8812 Parking officer and 8820-8822 (Community Service Specialist) only.*

41. Utilities

42. Virtual Conference Registration – Preferred method is through pcard

43. Wash multifamily laundry systems  
   *For example: Web Laundry*