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. 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.

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. Memberships and dues
   See membership process

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. Wash multifamily laundry systems
   For example: Web Laundry