PROCESSING INSTRUCTIONS FOR DEPARTMENT USERS OF DIRECTIVE NO. 11 FORMS

ELECTRONIC TRANSMITTAL INSTRUCTIONS

FOR PROCUREMENT CARD PURCHASES:

1. Complete Directive No. 11 Documentation and Approval Form (available on the BFA website and on Informed Filler, under "Services," in the Human Resources directory, as "Directive 11 Approval Form"). If you have difficulty locating or using Informed Filler please contact the Titan Help Desk at ext. 7777.
2. Be sure to include the Procurement Card statement month in the upper right hand corner of the form to facilitate processing.
3. Obtain approval of Division Head (Vice President or equivalent) or designee on the Directive No. 11 form. To do this, from the File menu, select "Send." Type in your Division Head approver's email address in the "To" box (e.g., esmith) or click on the "To" button to select an address from the campus email address listing.
4. You can also send a copy to other email addresses or add a subject and message. Click "send."
5. Your designated Division Head should approve the form electronically and return the approved form to you via email (see instructions for Division Heads below).
6. If you want to save the form to your computer, select "save as" from the File menu, name the document, select a folder, and click "save."
7. Submit the approved form electronically to directive11@fullerton.edu.
8. Submit the approved Procurement Card statement and all receipts to the Procurement Card Processing Center (CP-350).

FOR PURCHASE REQUISITIONS:

1. Complete Directive No. 11 Documentation and Approval Form (available on the BFA website and on Informed Filler, under "Services," in the Human Resources directory, as "Directive 11 Approval Form"). If you have difficulty locating or using Informed Filler please contact the Titan Help Desk at ext. 7777.
2. Be sure to include the Purchase Requisition number in the upper right hand corner of the form to facilitate processing.
3. Obtain approval of Division Head (Vice President or equivalent) or designee on the Directive No. 11 form. To do this, from the File menu, select "Send." Type in your Division Head approver's email address in the "To" box (e.g., esmith) or click on the "To" button to select an address from the campus email address listing.
4. You can also send a copy to other email addresses or add a subject and message. Click "send."
5. Your designated Division Head should approve the form electronically and return the approved form to you via email (see instructions for Division Head approvals below).
6. If you want to save the form to your computer, select "save as" from the File menu, name the document, select a folder, and click "save."
7. Submit the approved form electronically to directive11@fullerton.edu.
8. Submit the approved Purchase Requisition form (electronically via the FRS web) and all receipts to Contracts and Procurement (CP-350).

NO ELECTRONIC TRANSMITTAL
AVAILABLE AT THIS TIME
FOR **CSUF FOUNDATION** OR **UNIVERSITY ADVANCEMENT** DOCUMENTS

INSTRUCTIONS FOR DIVISION HEADS ON ELECTRONIC SIGNATURES:

1. You will receive the Directive No. 11 form in your Outlook inbox as an email message.
2. Open the message. Then click on the Informed Filler icon in the message. This will open up the form. If you have difficulty opening or using an Informed Filler document, contact the Titan Help Desk at extension 7777.
3. When you are ready to approve, scroll down to the bottom of the form and double click on the "Division Head (VP or equivalent) or Designee Approval" box.
4. An I-Sign window opens with the "User ID" field already filled in with your email name. If this does not occur, please contact the Titan Help Desk at ext. 7777.
5. Type in your Outlook password in the "Password" box and click OK.
6. Your email name and the date will appear in the signature space on the form [e.g., emith (8/06/01)]. If it does not, contact the Titan Help Desk at ext. 7777.
7. To return the approved form to its original requestor, from the File menu, select "Send."
8. Type in the email address in the "To" box (e.g., esmith) or click on the "To" button to select an email address from the campus email address listing.
9. You can copy other email addresses and add a subject and message. Click "send."