# PROCESSING INSTRUCTIONS FOR DEPARTMENT USERS OF DIRECTIVE NO. 11 FORMS

## PAPER 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").
2. Be sure to indicate in the top right hand corner of the form the Procurement Card statement month related to the purchase.
3. Print the completed Directive No. 11 form.
4. Attach receipt(s).
5. Obtain approval of Division Head (Vice President or equivalent) or designee on the Directive No. 11 form.
6. Submit the approved Directive No. 11 form along with 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 extension 7777.
2. Be sure to indicate in the top right hand corner of the form the purchase requisition number related to the purchase.
3. Print the completed Directive No. 11 form.
4. Attach receipt(s).
5. Obtain approval of Division Head (Vice President or equivalent) or designee on the Directive No. 11 form.
6. Submit the approved Directive No. 11 form along with an approved Purchase Requisition and all required backup documentation to Contracts and Procurement (CP-350).

### FOR CSUF FOUNDATION:

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 extension 7777.
2. Be sure to indicate in the top right hand corner of the form the purchase requisition number related to the purchase.
3. Print the completed Directive No. 11 form.
4. Attach P.O. request, receipt(s), and other required documentation.
5. Obtain approval of Division Head (Vice President or equivalent) or designee on Directive No. 11 form.
6. Submit the approved Directive No. 11 form to the CSUF Foundation (CP-275) along with all backup documentation required by the CSUF Foundation.

### FOR UNIVERSITY ADVANCEMENT:

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 extension 7777.
2. Be sure to indicate in the top right hand corner of the form the purchase requisition number or Procurement Card statement month related to the purchase.
3. Print the completed Directive No. 11 form.
4. Attach P.O. request, receipt(s), and other required documentation.
5. Obtain approval of Division Head (Vice President or equivalent) or designee on Directive No. 11 form.
6. Submit the approved Directive No. 11 form to University Advancement (CP-850) along with all required backup documentation.

**Some Points to Remember:**

- If original and/or itemized receipts (that include descriptions of all items purchased) are unavailable due to loss or other circumstances, a document signed by the cardholder or sent from the cardholder's electronic mail account must be submitted and describe the circumstances/purposes and specific items purchased.
- If you have questions about the Directive No. 11 form or the Directive No. 11 policy, please email directive11@fullerton.edu or check the online aids available on the Business and Financial Affairs website (http://bfa.fullerton.edu/).