



## Foundation Requisition Purchase Process

1. Complete the Foundation Requisition Purchase Form.
  - a. Indicate if you are requesting a Purchase Order (P.O.), Payment for a Vendor, or a Cash Advance.
  - b. Attach a copy of the Vendor's estimate or invoice if requesting a P.O. or payment.
  - c. For a meal or travel Cash Advance provide an estimate using YCCD Per diem guidelines. For purchasing meals for multiple people, such as a sports team, provide a roster of people to be served.
  - d. Provide the proper Foundation Fund Name and F-code (**item 3**). Foundation Codes can be found at [www.yccdfoundation.org](http://www.yccdfoundation.org).
  - e. Indicate where the P.O. or payment are to be returned (**item 4**).
  - f. Indicate the Date needed (**items 5**).
  - g. Provide a description of the proposed purchase (**item 6**) OR enter "see attached estimate/invoice.
  - h. Have the fund manager print name, sign and date the form and forward to the College President for approval.
2. Return the completed form with attached documents to the Foundation Office at the Sutter County Center, 3301 E. Onstott Road, Yuba City, CA 95991, OR email completed form and documents to [foundation@yccd.edu](mailto:foundation@yccd.edu).
3. If making a purchase with a P.O., once the item is received forward the packing slip or invoice to the Foundation Office for payment. Make sure the P.O. number is indicated on the invoice.