PROCUREMENT & CONTRACT SERVICES

Description on a Purchase Requisition
Important Year End Dates
e-Procurement

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Description on a Purchase Requisition

- When submitting a Purchase Requisition please be as accurate and informative as you can be when describing what you are requesting.

- Please remember more information is better than a short non-describable description.

- This will help the Buyer understand what you are requesting and will elevate phone calls and emails asking for additional information.
Description of a Purchase Requisition Example

- **Bad Example:** Tote Bags, 150 ea.

- **Good Example:** Tote Bags 18”Wx161/2”Hx6”D. Natural 12 oz, cotton canvas with 2 color imprint side, 1 side CSUS Seal.

- **Bad Example:** Check to Country Club Lanes.

- **Good Example:** Rental for bowling lanes for department event on 2/28/13.
Important Year End Dates (next 60 days)

- **3/1/13**  
  Last day to submit hard copy requisitions for 2013/2014 renewal contracts.

- **3/15/13**  
  Campus Departments to verify validity of outstanding encumbrances (purchase orders).

- **4/5/13**  
  Last day to submit, through CFS, requisitions for any purchase or service over $50,000.

- **4/12/13**  
  Last day to submit online requisitions for purchase or services of Electronic & Information Technology (E&IT) requests over $2,500.

- **5/17/13**  
  Last day to submit orders through the Stockless Office Supply program.

- **5/22/13**  
  Last day for procurement credit card charges to be applied to the 2012/2013 fiscal year.
We have added a new feature called e-Procurement. This will provide ProCard Users the ability to access on-line Vendor Catalogs with pre-negotiated campus discounts.

The new site will be on the Procurement and Contract Services web site and will be called the Market Place.
Questions / Ideas

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