PROCUREMENT & CONTRACT SERVICES

Quotes with Requisitions
Pro Card Manual Update
Planet Bids/Insurance

PRESENTED BY: John Guion
Director Procurement & Contract Services
Providing Quotes/Price

- For purchases over $2,500 we are requiring that a copy of the vendor quote or pricing be attached to the requisition. Please forward it with the requisition to the Buyer. If you have a quote for purchases under $2,500 please include those also if you have them, however they are not required.

- Having the quote in the procurement file provides the university the required back-up documentation should there be any type of discrepancy with the requirement. This is sound procurement policy practice that will be implemented going forward.
Procurement Card Manual Updates

- Updates Include the following:
- Gifts and Gift Card (Updated)
- Ethics Statement (New)
- Business Goals (New)
- Conflict Of Interest Statement (New)
- Violations Statement (Updated)
- Audit Findings (Updated)
Procurement is providing access to the Planet Bids Insurance Module for the campus end users.

The purpose for this is to allow the end user the freedom to inquire and review current insurance with a particular vendor prior to placing the requisition.
Email Dale Clack if you would like access to view the status “current or expired” of insurance for any vendors in our database.

Dale will create a USER ID & password for you to access the system. Additional information will be provided including screen shots and navigation help.

Website Address:  http://www.planetbids.com/hub/hub.cfm
Questions / Ideas

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