The Sac Marketplace is an excellent place to use your Procurement Card with vendors who provide products with Sacramento State pricing.

- Have you gone out to the Market Place
- Did you find it easy to find
- What would you like to see on the marketplace

The Market Place can easily be found on the front page of our website in the lower right hand side. [http://www.csus.edu/aba/procurement](http://www.csus.edu/aba/procurement)
Requisition Reminders
Requisition Descriptions For Services

Service Orders – Complete description of services

- Vendor responsibilities
- What is the term of service or service date(s)
- Where is the service going to take place
Requisition Descriptions For Commodity Order

EXAMPLE

Complete description of each item
- Make (BF Goodrich)
- Model (Rugged Trail)
- Tire Type (Radial)
- Size (16”)
- Part # (P225/70/R16)
Requisition Approval

Please approve your requisitions as soon as possible. Please do not create requisitions and leave them unapproved for extended periods of time. Requisitions should be approved whenever possible within 24–48 hours. Especially if the requirement is related to a service or an item the department wants delivered quickly.
Questions / Ideas

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