Topic: Change In Requisition/Procurement Order Numbering Sequence - Effective July 2, 2010

DATE: July 1, 2010

TO: Deans, Associate Deans, Department Chairs, Directors, Managers and Campus Business Partners

FROM: Dale Clack, Lead Buyer, Procurement and Contract Services

As discussed earlier in the year at the Business Partners Round Table sessions, the California State University (CSU) system is moving towards a Common Financial System (CFS). CFS will allow for a system-wide streamlined approach to establish consistency and cost savings within the CSU.

Sacramento State has begun the testing and changes necessary for the full CFS implementation scheduled for April 2011. One of the new implementation features will involve a change in how requisitions and purchase orders are numbered within CMS. Effective with the 2010/11 fiscal year, the following numbering sequence will apply for requisitions and purchase orders created in CMS:

Requisitions/Purchase Orders for commodities/services:
SACST
  Beginning REQ #: 3000000001
  Beginning PO #: 4000000001

Requisitions/Purchase Orders for travel:
SACTV
  Beginning REQ #: 7000000001
  Beginning PO #: 8000000001

Beginning with the 2011-12 fiscal year, requisition and purchase order numbers will NOT be reset at the beginning of each fiscal year. They will just continue with the next sequential number.

Contact Information:

If there are any questions or concerns regarding the new requisition/purchase order numbering sequence, please contact Dale Clack at clackd@csus.edu or ext. 87405. Thank you.