



February 6, 2009

WORK ORDERS AND EXPENSE JUSTIFICATION

In compliance with the notice sent out last week requiring that all purchase requisitions over \$5000 for services or commodities must be accompanied by a **Procurement Critical Assessment Expense Justification**, Reprographics Services requests the following:

- All Reprographics work orders for jobs exceeding \$5000 must be accompanied by the form indicated above which can be found on the Procurement website (www.csus.edu/proc). This is to ensure that if your job needs to be sent to a printer outside the University, we can process the requisition through Procurement without delay.
- If you do not know if your job will exceed \$5000, we can assist you by supplying an estimate. Please send us your requests by calling 278-6198 or sending an e-mail with details to reprographics@csus.edu.
- When filling out the Justification Form, please complete as thoroughly as you can and have it signed by the appropriate persons as indicated on the form. Do not fill in the requisition number on the form; this is not your work order number. Reprographics will supply the requisition number as necessary to Procurement after we receive the signed form from you. .

If your project is under a short timeline, it is critical you get the approval process for your form started as early as possible as it will need to go up to the Vice President level for approval. Printing jobs exceeding \$5000 that are handled by Reprographics with an outside vendor cannot be processed without the **Procurement Critical Assessment Expense Justification** form.

Michael Kalstein,
Director, Reprographics and Mail Services