



SACRAMENTO  
STATE

## *Business Matters @ Sac State*

TOPIC: URGENT - Temporary Pause on CFS Requisition Submissions Due to System Error

DATE: July 7, 2025

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

FROM: Sebastian Head, Director & Chief Procurement Officer, Procurement & Contract Services

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Today marked the first day of CFS reopening for the FY 2025–26, and we appreciate the prompt action many of you took in submitting requisitions for new purchase orders.

Unfortunately, a system error in CFS is preventing the default departmental chartstrings from correctly populating in requisitions. As a result, the chartstrings are appearing incorrectly in submitted requests.

Our Procurement team has escalated this issue to the Chancellor's Office and is working urgently to identify and resolve the problem. In the meantime, we ask that all departments temporarily pause all new requisition submissions until further notice.

This is an unprecedented issue, and we sincerely appreciate your patience and cooperation as we work toward a resolution. We will provide another update as soon as the issue is resolved and requisition submission can safely resume.

If you have any immediate questions or concerns, please contact us at [aba-fins-procure@csus.edu](mailto:aba-fins-procure@csus.edu).