Business Matters @ Sac State

TOPIC: New OnBase Contract Request Form For Non-Purchasing Agreements *Only*

DATE: Monday, October 26, 2026
FROM: Financial Services

As part of our ongoing efforts to improve and streamline agreement processing, Contract Services is implementing a new **OnBase Contract Services Request Form** for submitting contract and agreement requests. These changes were announced at the October 2025 and August 2026 BPRT meetings.

When to Use the Form

Use the OnBase form for **non-purchasing agreements**, including:

- Student placement and internship agreements
- MOUs and no-cost agreements
- Revenue agreements
- International agreements
- Lease and space use agreements
- Public works and construction-related agreements

P2P/CSUBuy should still be used for purchasing goods or services.

🔗 Submit a Request:

https://onbaseform.csus.edu/apps/forms/Contract_Service_Request.aspx

What's Changing

All contract and agreement requests must now be submitted through the OnBase form. This replaces the previous email-based submission process and provides a more consistent and trackable intake method.
Requests submitted via email may be redirected to the form to ensure proper routing and processing.

Why This Change

We understand that the previous email-based process could be unclear and inconsistent. This form is intended to:

- Provide a single, clear submission point

- Reduce back-and-forth for missing information
- Improve tracking and visibility of requests
- Provide automated status updates throughout the process

Important: Agreements Related to Purchases

If your agreement involves the **purchase of goods or services**, it should not be submitted through this form.
Instead:

- Submit a **CSUBuy P2P requisition**
- Attach the agreement to the requisition
- The assigned Buyer will review as part of the procurement process

What to Expect

- A structured intake process with required fields
- Automated email updates as your request progresses
- Requests processed based on **queue order and complexity**

Resources

Quick Guide (Attached)
Website: https://www.csus.edu/administration-business-affairs/internal/procurement-contracts/contracts.html
We appreciate your support as we transition to this new process. Our goal is to make submitting and tracking agreement requests more straightforward and predictable moving forward.
If you have any questions, please feel free to reach out.