



SACRAMENTO
STATE

Business Matters @ Sac State

TOPIC: Requisitions for Purchases or Services over \$50,000 for 2019- 2020
Fiscal Year

DATE: March 26, 2020

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

FROM: John Guion, Chief Procurement Officer, Procurement & Contract Services

Due to ongoing COVID-19 concerns and the need for Sacramento State to institute virtual work environment protocols, the Procurement Department is going to extend the deadline for requisition requirements over \$50,000. The current deadline is March 27th. **We are extending that deadline to April 10, 2020.**

This should give campus departments time to identify projects that will be over the \$50,000 threshold, to enter their requisitions, and allow enough time for procurement to process them appropriately.

Contact Information:

If you have any questions or concerns about this notice, please contact Procurement & Contract Services personnel at aba-fins-procure@csus.edu.