



SACRAMENTO
STATE

**Procurement Training
CFS Requisition Processes**

The purpose of this presentation is to introduce and/or familiarize you with the Requisition Process

- ▶ CFS Requisition Process Guide
- ▶ What Is Required In Your Requisition Description
- ▶ Commodity (Specification/Quote)
- ▶ Service (Scope of work/Defined Services)
- ▶ Category Codes and Why?
- ▶ How To Determine The Buyer

Who Are We & How to Reach Us

Procurement Director

Sr. Director & CPO	Nicole Lack	8-5860	lack@csus.edu
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Contracts Staff

Contract Mgt Specialist	Suzanne Swartz	8-5797	swartzsd@csus.edu
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Contract Specialist	Leah Davis	8-7810	ldavis@csus.edu
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Contract Specialist	Tiffany Tsang	8-7322	tsang@csus.edu
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Procurement Staff

Procurement Mgt Specialist	Dale Clack	8-7405	clackd@csus.edu
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Procurement Analyst	Vaccant		
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Procurement Specialist	Kim Holmberg	8-7403	kholmberg@csus.edu
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Buyer III	Tim Davis	8-7349	t.davis@csus.edu
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Buyer II	Kathleen Paclibar	8-4337	k.paclibar@csus.edu
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Buyer II	Gary House	8-8607	gary.house@csus.edu
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Buyer I	DeDe Brooks-Moore	8-7546	dlbrooks@csus.edu
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Administrative Support Staff

ASC II	Vacant		
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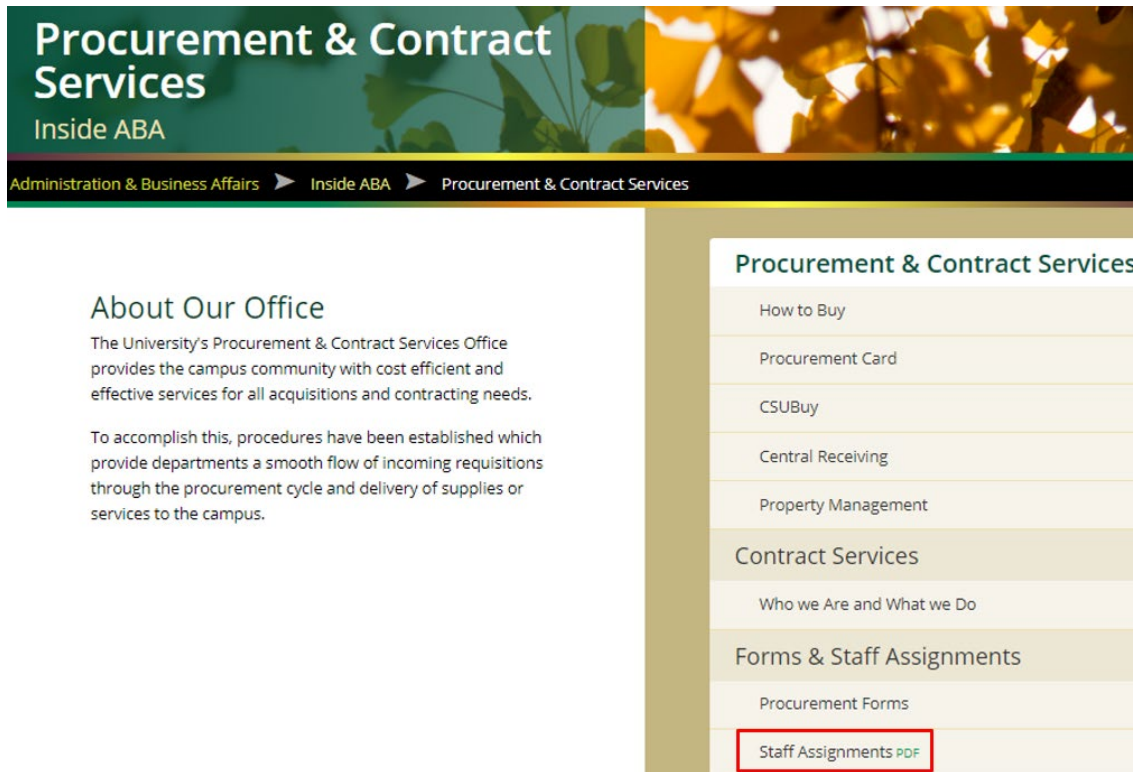
ASA	Diana Nimmo	8-7322	nimmo@csus.edu
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Main Office #		8-7322	
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aba-fins-procure@csus.edu

Staff Assignments

- ▶ Can be found on our website:
<https://www.csus.edu/administration-business-affairs/internal/procurement-contracts/>



The screenshot shows a website page for Procurement & Contract Services. The header includes the title "Procurement & Contract Services" and "Inside ABA". A breadcrumb trail reads "Administration & Business Affairs > Inside ABA > Procurement & Contract Services". The main content area is divided into two columns. The left column is titled "About Our Office" and contains two paragraphs of text. The right column is a navigation menu titled "Procurement & Contract Services" with several items: "How to Buy", "Procurement Card", "CSUBuy", "Central Receiving", "Property Management", "Contract Services", "Who we Are and What we Do", "Forms & Staff Assignments", "Procurement Forms", and "Staff Assignments PDF". The "Staff Assignments PDF" link is highlighted with a red rectangular border.

Procurement & Contract Services

Inside ABA

Administration & Business Affairs > Inside ABA > Procurement & Contract Services

About Our Office

The University's Procurement & Contract Services Office provides the campus community with cost efficient and effective services for all acquisitions and contracting needs.

To accomplish this, procedures have been established which provide departments a smooth flow of incoming requisitions through the procurement cycle and delivery of supplies or services to the campus.

Procurement & Contract Services

- How to Buy
- Procurement Card
- CSUBuy
- Central Receiving
- Property Management
- Contract Services
 - Who we Are and What we Do
- Forms & Staff Assignments
 - Procurement Forms
 - Staff Assignments PDF

Procurement Planning

- ▶ Make sure to allow Procurement plenty of time to process each request.



Turnaround Times

- ▶ Procurement can process most routine requests within 5 to 7 business days once we receive the requisition.
- ▶ More complex processes such as ICT, insurance, independent contractor (Classification & Compensation), chemicals, UEI third party catering or bidding will take longer to process.

What Is Needed?

Complete description

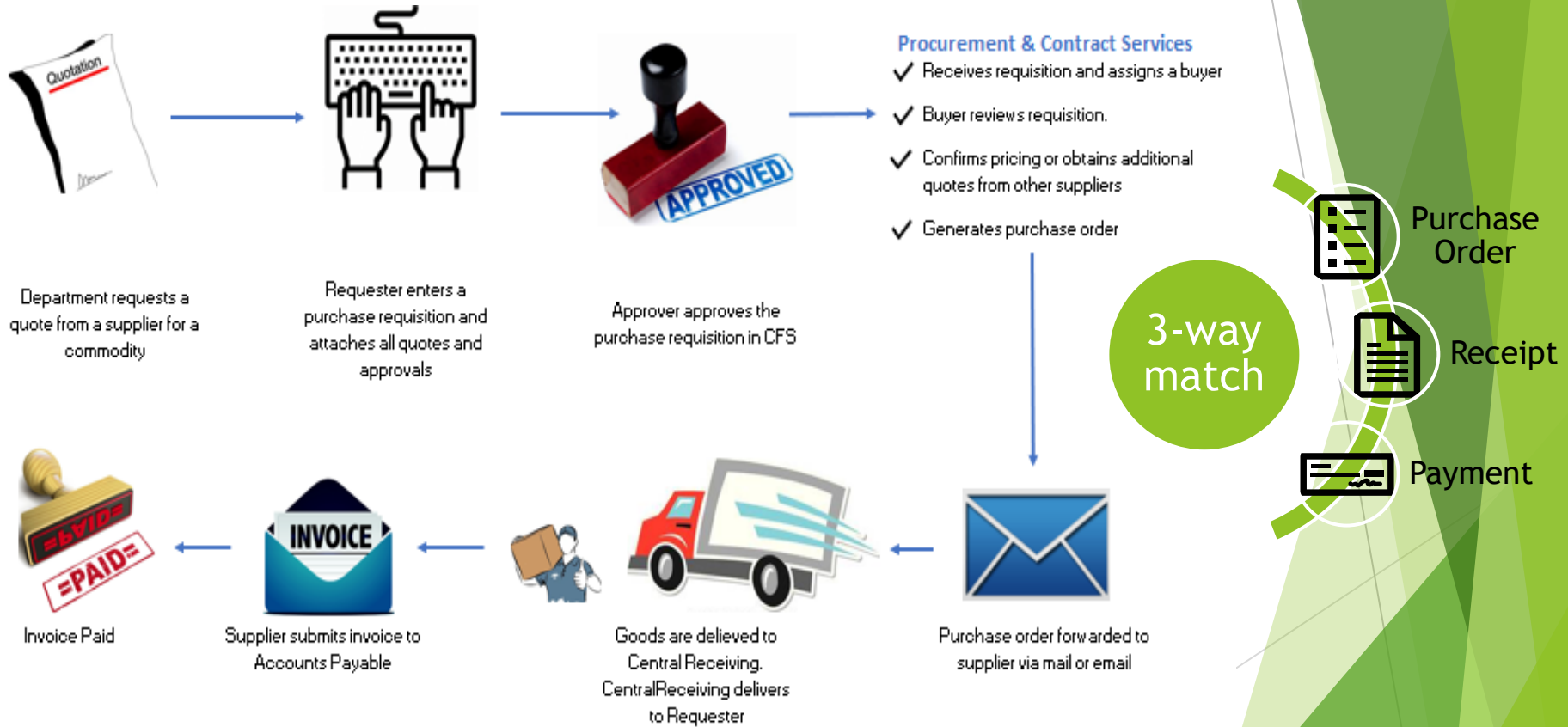
- ▶ **For Commodity and/or Goods**
 - ▶ Manufacturer, Model #, Part #
 - ▶ Shipping costs, if any.
- ▶ **For Services**
 - ▶ Specification
 - ▶ Who? What? When? Where? How?
 - ▶ Date or term of service on all requisitions for service orders
 - ▶ Copies of Agreements, Contracts, Proposals, Quotes, ICT Approvals, Back-up procurement documentation for files.
 - ▶ Other information you want the buyer to know.
(use comments section in CFS)

NOTE-No zero-dollar requisitions should be entered

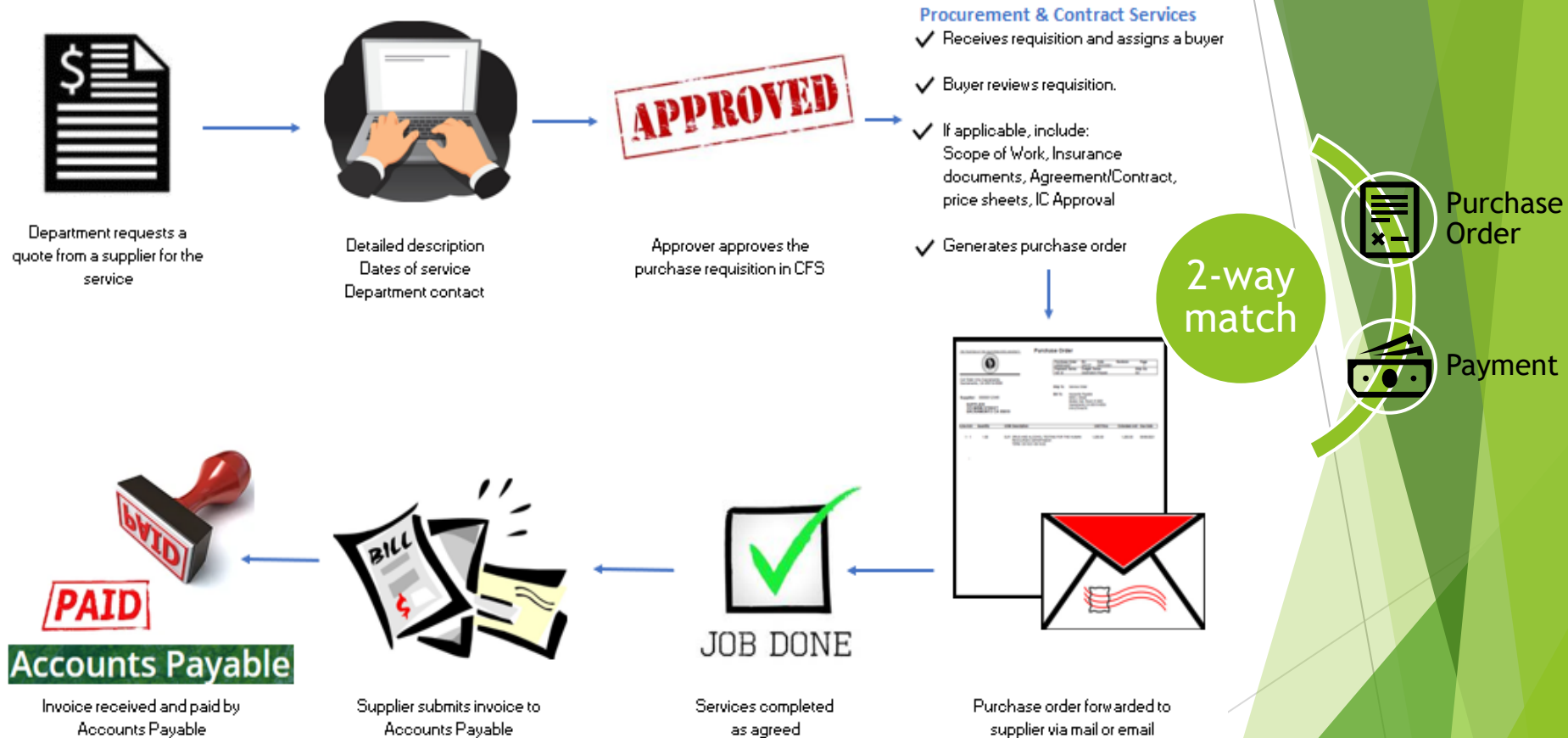
Category Codes

- ▶ Category Codes are used by the campus for collecting data. Campus end-users are required to only use **three (3)** category codes:
 - ▶ SACST - Requisitions for Commodities & Services
 - ▶ SAFDN - University Foundation Instance
 - ▶ **57800** - Goods (Commodities)
 - ▶ **96200** - Services
 - ▶ **91900** - Accessible Technology Initiative

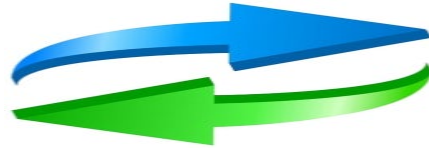
Requisition to Purchase Order Flow Chart - Tangible Goods (Commodity Code 57800)



Requisition to Purchase Order Flow Chart - Services (Commodity Code 96200)



Sales and Use Tax



- ▶ As a general rule all purchases for commodities, equipment and supplies are taxed and most services are not. The University still pays sales tax on out of state purchases even if the vendor does not collect it. This is called *use tax*.
- ▶ Tax **should not be applied** or added to requisitions and does not show up on the requisition but will be added on the order when appropriate.

Small Business DVBE Program

Sacramento State is committed to utilizing certified Small Businesses (SBs) and Disabled Veteran Business Enterprises (DVBEs) in our procurement efforts.

We are dedicated to meeting and exceed the annual mandated **25% SB** and **3% DVBE** requirements as outlined in Executive Orders: D-3701, D-43-01, and S-02-06.

- ▶ How to find SB/DVBE Suppliers
 - ▶ Procurement Website, displayed under “Working With Certified Suppliers”.
<https://www.csus.edu/administration-business-affairs/internal/procurement-contracts/>
- ▶ The Buyer **may choose** to redirect an order to a small or DVBE business to aid us in reaching University goals established by statute.

Information Communication & Technology (ICT)

- ▶ A review process Prospective technology equipment and/or software is evaluated to ensure accessibility for persons with disabilities.
- ▶ The University is required to purchase Information & Communication Technology (ICT) products and services that support faculty, staff and students regardless of disability.
- ▶ You are encouraged to visit the website for ICT Procurement at <https://www.csus.edu/information-resources-technology/ati>
 - ▶ Katie Beekman reviews ICT Requirements kbeekman@csus.edu or 278-2588
 - ▶ Chris Witthans reviews Internet Security Requirements witthans@csus.edu or 278-2211

Stock Received Report (SRR)



For Tangible/ Commodity Purchases using the Requisition/Purchase Order process

Central Receiving is responsible for verifying and entering items received into the campus CFS system on all purchase orders delivered through Central Receiving. *It is the responsibility of the campus department to submit a Stock Received Report to Central Receiving.*

<https://www.csus.edu/administration-business-affairs/internal/property-management/stock-received-report.html>

- ▶ For questions about this process, please email receiving@csus.edu or call us at (916) 278-6274.
- ▶ Please Note: Without a **Stock Received Report** vendor invoices cannot be paid.



Returns and Damaged Goods

In the event merchandise on a Purchase Order is received damaged, is duplicated, or incorrect, the procedures for returning stock should be followed:

- ▶ **A Return Merchandise Authorization**, found on the [ABA forms page](#), report must be completed and sent to the Buyer of Record.
- ▶ Upon notification by the vendor (via a return merchandise authorization), [Procurement & Contract Services](#) will notify Receiving, and Receiving will pick up the merchandise from the department.

Please do not return or exchange products without completing this form.

Additional Training Available

- ▶ CSUBuy (Campus Marketplace)
- ▶ Common Financial System (CFS)
- ▶ Procurement 101
- ▶ Procurement Card Program

<https://www.csus.edu/administration-business-affairs/financial-services/training.html#proctrain>



Problems & Concerns

If you experience problems with creating a requisition in CFS

- ▶ Contact Us
 - ▶ We can assist with resolution