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

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

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

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

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

1. Department requests a quote from a supplier for a commodity.
2. Requester enters a purchase requisition and attaches all quotes and approvals.
3. Approver approves the purchase requisition in CFS.
4. Procurement & Contract Services:
   - Receives requisition and assigns a buyer.
   - Buyer reviews requisition.
   - Confirms pricing or obtains additional quotes from other suppliers.
   - Generates purchase order.
5. 3-way match:
   - Invoice Paid
   - Supplier submits invoice to Accounts Payable
   - Goods are delivered to Central Receiving, Central Receiving delivers to Requester
   - Purchase order forwarded to supplier via mail or email

Flowchart:
- Quotation
- Keyboard
- Stamped 'Approved'
- Procurement & Contract Services icon
- 3-way match icon
- Invoice
- Mail
- Receipt
- Payment
Requisition to Purchase Order Flow Chart - Services (Commodity Code 96200)

- Department requests a quote from a supplier for the service
- Detailed description
  - Dates of service
  - Department contact
- Approver approves the purchase requisition in CFS
  - Generates purchase order
  - Procurement & Contract Services
    - Receives requisition and assigns a buyer
    - Buyer reviews requisition.
    - If applicable, include:
      - Scope of Work, Insurance documents, Agreement/Contract, price sheets, IC Approval
- 2-way match
- Purchase Order
- Payment
- Invoice received and paid by Accounts Payable
- Supplier submits invoice to Accounts Payable
- Services completed as agreed
- Purchase order forwarded to supplier via mail or email
- JOB DONE
- PAID
- Accounts Payable
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.
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/](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.
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
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.
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