Introductions

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AGENDA

- Purpose of Accounts Payable/Procurement Lunch and Learn
- Upcoming changes to CSUBUY – Amazon Catalog
- Unauthorized Purchases
- CSUBUY – Contract Notifications
- Requisitions FAQ
- Future Lunch & Learns
- Questions

Purpose of Lunch & Learn

- Create a forum to share important Accounts Payable and Procurement information, including, but not limited to:
    - Foster a culture of learning
        - Share expertise
        - Collaborate and learn
    - Policy review, understanding, updates
    - Review Procedures
    - Gather feedback
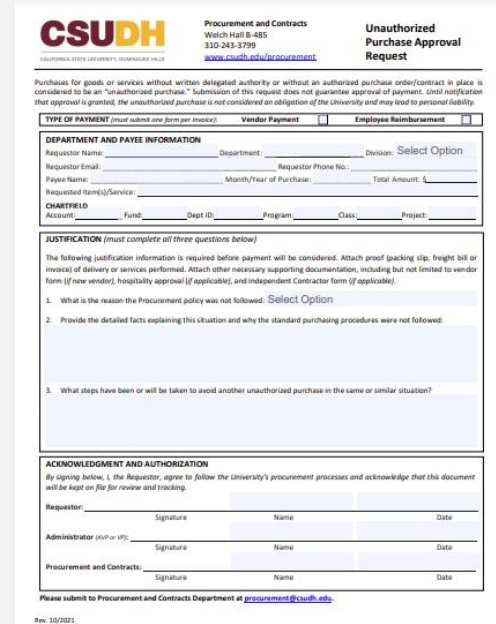
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Amazon Catalog Changes - CSUBUY

- Office Supplies from Amazon will no longer be available.
- **Effective, October 31, 2023**
- In 2015, the CSU entered into a systemwide contract with Staples to provide office supplies.
- The contract requires that all 23 campuses plus the CO purchase office supplies from Staples.
- Staples Contract Benefits:
  - Auto substitution in place to ensure compliance with CSU Sustainability and Recycling goals.
  - Free Next Day Delivery on most items
  - Itemized negotiated pricing
  - White glove customer services 24/7
  - Customized reporting
  - Systemwide Rebates
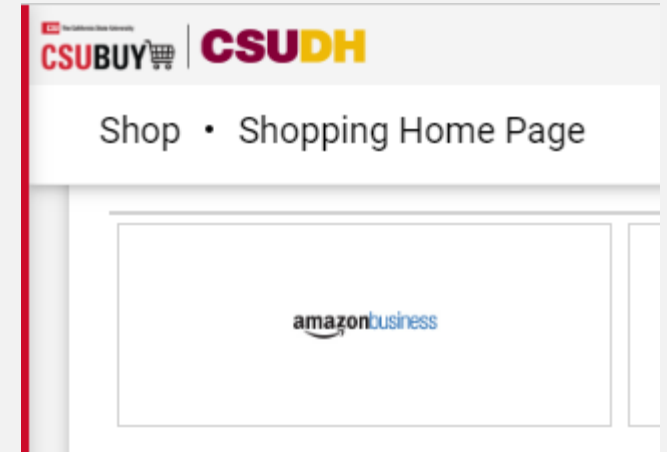
Unauthorized Purchase Approval Form

- Unauthorized Purchases, AKA "Confirming Order"
  - Occurs when a University Employee places an order directly with the vendor for goods and/or services without the issuance of an authorized Purchase Order by Procurement and Contracts. A requisition is entered into PeopleSoft After-the-Fact in an attempt to pay the vendor.
- Why are After-the-Fact Purchased an Issue?
  - Violation of State Law and CSU policy
  - Audit finding
  - Liability Exposure
  - Missed Opportunities
  - Affects Supplier Relationships
- Your requisition will be cancelled.
- Unauthorized Purchase Approval Request Form will be required

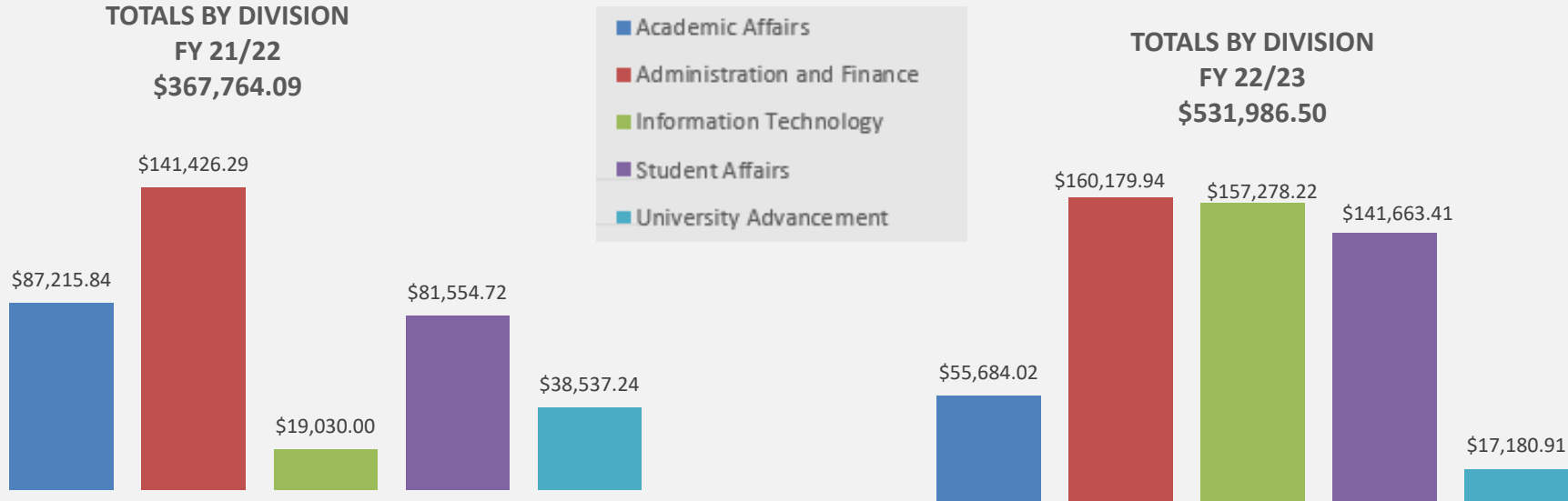Violations of these laws and policies may result in the individual being personally responsible for payment.

Unauthorized Purchase Approval Form – cont.

**TOTALS BY DIVISION
FY 21/22
$367,764.09**

- Academic Affairs
- Administration and Finance
- Information Technology
- Student Affairs
- University Advancement

**TOTALS BY DIVISION
FY 22/23
$531,986.50**

$87,215.84
$141,426.29
$19,030.00
$81,554.72
$38,537.24

$55,684.02
$160,179.94
$157,278.22
$141,663.41
$17,180.91

44% Increase

How can you assist in decreasing Unauthorized Spend?

- Share these findings with your staff
- Encourage your staff to attend Procurement and Contracts Policy Training
  - Previous session recording available [here](#)
- Communicate with Procurement *Early* before starting your project
- Allow realistic timeframes to conduct competitive solicitations
- Visit Procurement webpage for latest policy updates
- Remind your staff not to sign *any* vendor documents
- Inform your staff to provide feedback on Procurement issues (If we don't know, we can't help)

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Contract Expiration Notices

- Automatic Notification prior to Contract Expiration
  - Notices will automatically be sent 90, 60, and 30 days prior to expiration
  - Only Contracts/PO's with a termed date
  - NO Blanket or One-time Requests
- Must have an account with CSUBUY to receive notices
- Access to CSU Systemwide and Campus Agreements
- How do you ensure you receive notification?

  https://www.csudh.edu/procurement-contracts/procurement-contracts/csubuy

Requisition FAQ's

1. **How do I submit a requisition?**
   - All requisitions are submitted through CFS (Common Financial System) and require authorized approval. For complete CFS information, click here.
   - For step-by-step instructions on how to submit a requisition, please review the CFS 9.2 User Guide - Requisition Data Entry.
   - Requisition Video Training

2. **How do I determine which buyer is assigned to my Requisition?**
   - All requisitions are submitted electronically through CFS (Common Financial System). Once the requisition is assigned to a buyer for processing, the requester can view this information by following the below Peoplesoft path.
   - Purchasing → Requisitions → Add/Update Requisitions → Find an Existing Value → Enter Requisition Number, Search.
   - Select the requisition number link, and Click the Attributes Tab. The Buyer Name will be identified.

Requisition FAQ's

3. **How can I check the status of my requisition or contract?**
   - All requisitions are submitted electronically through CFS (Common Financial System). Once the requisition is processed, the requester can view this information by following the below Peoplesoft path.
   - Purchasing → Requisitions → Requisition Document Status
   - Once you are in the Requisitions Document Status Page, enter the Requisition ID and click SEARCH. Select the requisition number link, and if processed the Purchase Order link and number will appear. If the PO status is OPEN or APPROVED, it means the Buyer is working on the requisition. If the status is DISPATCHED, the Buyer has completed. The requestor will receive a copy of the PO once it is dispatched and emailed to the vendor.

4. **For Other Procurement FAQ's**
   - https://www.csudh.edu/procurement-contracts/faq/

Your question not posted? Email Procurement at procurement@csudh.edu.

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Future Lunch & Learns

- Survey
  - We want to hear from you!
  - Complete the Survey following this meeting and let us know what AP and/or Procurement topics we should discuss.

- Recordings and PowerPoint Presentation
  - Recordings and Presentations will be posted on the Procurement and Accounting webpages.
    - https://www.csudh.edu/procurement-contracts/procurement-contracts/
    - Accounts Payable website

- Upcoming Sessions (Quarterly)

2023	2024
~~Wed. July 19, 12pm - 1pm~~	Wed. Jan. 17, 12pm - 1pm
Wed. Oct. 11, 12pm - 1pm	Wed. April 10, 12pm - 1pm

Important Resources

- [Procurement and Contracts](#)
  - Access Recorded Training Sessions
- [Procurement Card](#)
- [CSU Contracts and Procurement Policy](#)
- [Accounts Payable](#)

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Questions?

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Contact Information

Thank You!

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