



Procurement & Support Services Newsletter

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Welcome

This is the Winter 19/20 Issue of the Procurement & Support Services Newsletter.

Win A Prize!

Have you checked our website lately?

We have hidden a statement on one of our pages (hint: FAQs). Please email procurement@sfsu.edu when you find it. **Procurement will draw 20 lucky winners on March 16.** Have fun searching, good luck!

<http://procurement.sfsu.edu/>

Spring Workshop

Procurement is holding a workshop on April 22, 10am–12pm in Lib121. The workshop is intended to inform requesters of anything that is new in Procurement, e.g. new processes and forms. Please attend the forum, bring your questions to the Q&A session and win one of our prizes!

Please register here:

[Procurement / CFS Workshop](#)

Procurement Update

We are pleased to welcome Marie-Helene Senhaux to our team as the new Contracts Specialist. She holds a paralegal degree from SF State and a license as a notary public. In her spare time she enjoys travelling, zip-lining and going to concerts.

Congratulations to Sarah Pishny for winning the prize of our Fall 19 Newsletter issue!

Fiscal Year-End Deadlines

This is a friendly reminder that the Fiscal Year-End 19/20 is approaching. Please be aware of the following deadlines:

April 1, 2020: Formal RFPs (Purchases over \$100,000 / IT: \$500,000)

April 15, 2020: Informal RFPs (Purchases over \$50,000)

May 1, 2020: Last day to submit any requisitions for services (or goods including services), excluding RFPs

May 15, 2020: Last day to submit any requisitions for goods, excluding RFPs

New Form

Procurement provides access to Office Depot for staff to order business cards, note cards, envelopes and letterheads with SF State trademark. We simplified the form to request access. Accounts can be set up in two different ways:

- Option 1 gives the account holder the freedom to place any orders without prior approval from the departmental approver.
- Under Option 2 departmental approver needs to review and release each individual order before it is processed.

Please find the new form on our website: [Office Depot Account Request Form](#)

It is also available in [DocuSign](#).

CFS Requisition Training

Procurement offers a monthly Common Financial System (CFS) requisition training on every second Thursday of the month (except for June and July).

Next sessions: March 12, April 9, May 14 (last training before Fiscal Year–End)

Please register here: [CFS Requisition Training Registration](#)

Support Services Update:



Great news from the Property Office, Shipping & Receiving and the Mail Room.

The staff received warm winter jackets and new hats. This will help them to be better protected from cold weather and to be recognized by other departments while conducting business all over campus.

Feel free to compliment them when they deliver your mail, packages or check inventory.

Q & A

Q: When do I use an honorarium versus a Low Cost Service Agreement (LCSA) for a guest speaker?

A: An honorarium is used when a special lecture/seminar is given by an individual for a specific class or instruction program under the direction of a University faculty member or administrator. It is usually a one-time event. LCSA can be used when the guest speaker is hired through a company.

For more information on LCSAs, please visit our website: [LCSA Instructions and Template](#)

For more information on honoraria please contact HR.