



NEWS

Procurement & Support Services Newsletter

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Welcome

This is the first newsletter by Procurement & Support Services. Moving forward we will be issuing news and updates on a quarterly basis.

Please check out our new website:

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

Updated forms are located at the bottom of the main page.

Did you know that Procurement helped the University save \$778,000 in FY 18/19?

Who are we?

Our goal is to provide assistance in purchasing goods and services for the University through efficient management of the procurement process while ensuring compliance with all applicable laws, regulations and CSU policies. We identify the right procurement pathway for the service or product, help to select and procure items which present the best value for the University.

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

Procurement Update

We are pleased to welcome Alyssa Ching to our team as a new Buyer. Alyssa has been part of our team as a student assistant and recently graduated from SF State. In her spare time, she likes to go fishing.

Andrew Nguyen was promoted to Lead of Mail Services. Apart from that, he is also pleased about the 49ers being on a winning streak.

Congratulations to Larry Lee on getting promoted to Buyer II. He celebrated with a vacation to Japan.

おめでとうございます!

New PO Change Process

We simplified the process to change Purchase Orders. Effective January 1, 2020, chartfields will be changed by entering a requisition in CFS. Closing POs, closing individual lines on a PO, or decreasing a line amount will be handled by submitting the new [PO Close & PO Decrease Form](#) (PDF). Procurement will not accept the [PO Cancellation/Change Request Form](#) after December 31, 2019. For more information, please visit our website: <https://procurement.sfsu.edu/po-change-process>

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).

We recommended the training for everyone new to creating CFS requisitions or anyone who would like to refresh their knowledge. Topics may include: TAR process, commonly used requisition types, and other topics that attendees would like to see addressed.

Next sessions: December 12, 2019, January 9, 2020, February 13, 2020

Please register here: <https://procurement.sfsu.edu/node/22>

Property Office Updates:

SFSU Campus Reuse Program

The Property Office created a new group on MS Teams (SFSU Campus Reuse) where you can post available University property items, e.g. chairs, tables, cabinets etc., that your department no longer needs. The first person to email the word "WIN" to procurement@sfsu.edu will win a special prize from Procurement. Using this sustainability tool means items can be reused by another department. The group also has a section called "Seeking items". This platform is for internal University-use only and operates on a first come, first serve basis.

Please join the group here: [SF Campus Reuse Program Teams Group](#)

Q & A

Q: What is the right account code to select for my purchase?

A: Procurement is not in charge of account codes. For more information, please check with the Accounting Department.

Q: What are the bidding thresholds for goods and services?

A: Please find the information on our website: <https://procurement.sfsu.edu>. Please note Public Works and ORSP purchases have different thresholds.

Q: Where can I find examples on how to create requisitions?

A: You may find instructions on how to create requisitions on our website: <https://procurement.sfsu.edu/node/22>