



Spring 2020

# NEWS

## Procurement and Support Services Newsletter

### In This Issue:

- Procurement Update
- Working Hours/Our Availability
- Purchasing during shelter-in-place
- Fiscal Year End/Next Fiscal Year Dates
- Staples CSU Pricing for Home Office Purchases
- Campus Marketplace turns into CSUBuy
- Requisitions
- Q & A
- You Can Be A Winner!

## Welcome

This is the Spring 2020 issue of the Procurement & Support Services Newsletter. Hope you all are staying safe and healthy!

### Procurement Update

We are excited to announce the new Director of Procurement & Support Services, Rabea Woerthwein-Mack. She was previously part of our team as Associate Procurement Officer. Rabea is multilingual and can speak German, French, Dutch, and Mandarin.

Herzliche Glückwünsche. Toutes nos felicitations. Gefeliciteerd. 恭喜.

### Working Hours/Our Availability

The Procurement team is working remotely from 8am to 5pm. Please contact us by email. We are prioritizing COVID-19 response related issues but will get back to you as soon as we can.

Property Office, Shipping & Receiving, and Mail Services will continue to operate on campus but with limited hours and limited personnel during COVID-19 shelter-in-place. Please check out our [Shipping & Receiving](#) and [Mail Services](#) websites for more information.

### Purchasing during shelter-in-place

As we are operating with limited staff on campus to ensure adherence to social distancing measures, we kindly ask for any non-essential purchases to be delayed until the shelter-in-place has been lifted. Alternatively, please work with your vendors to have shipments delayed until then.

If you are ordering essential items, please note that you need to have personnel available on campus to receive these items and check them for shipping damages. In case of incoming shipments your department needs to contact our Support Services Manager, Grover Rudolph, to arrange for delivery to your building/offices. Please note that the term of warranties usually starts with delivery of the goods. We therefore recommend postponing any non-essential purchases until we are back on campus.

### Fiscal Year End/Next Fiscal Year Dates

The last day to submit requisitions which include services has passed (May 1).

**May 15, 2020:** Final date to approve/budget-check requisitions for the procurement of any goods. Final date to submit requests for chartfield changes or other adjustments.

**July 10, 2020:** First day to create requisitions for FY 20/21

Please note: Procurement will allow payment against closed FY19/20 blanket POs with available balance for invoices regarding services performed or goods received between May 1 and June 30, 2020. No additional paperwork is required. Procurement will issue a memo allowing for payment of such invoices by Accounts Payable. Invoices regarding services performed or goods received July 1st or after will require new blanket POs.

### Staples CSU Pricing for Home Office Purchases

Campus Marketplace does not allow for changing the shipping destination to any other location than the campus. Given that most of us are working remotely now, there is an option to have items shipped to your remote workplace/home. You can order via Staples Advantage and receive CSU contract pricing. Please see the [CSU Employee Discount Program Flyer \(PDF\)](#) for more information. [These discounts can also be used for personal purchases.]

Please review the [Equipment and Purchasing Policy](#) for items shipped to locations currently providing remote instruction and services as a result of the COVID-19 situation available on our website and follow the required approval process. Any items shipped to locations other than the campus will need to be returned to campus when the shelter-in-place is lifted. Consumable items shall only be subject to return as available at that point in time. Please work with the Property Office in order to get any items over \$1,000 registered as inventory once you are back on campus.

Please see our [Campus Marketplace page](#) for any items that will be shipped to campus. Please coordinate deliveries with Grover Rudolph, Support Services Manager, [grudolph@sfsu.edu](mailto:grudolph@sfsu.edu).

## Campus Marketplace turns into CSUBuy

The Chancellor's Office will be replacing Campus Marketplace with CSUBuy a new platform with a target go-live date of June 1, 2020. All current Campus Marketplace users will be moved to the new platform. We will share more information as it becomes available from the Chancellor's Office.

## Requisitions

### Chartfield Information

Account codes help the Property Office tag and track asset related purchases within the University. If you are wondering which account code to use when entering a requisition, please check the [Account Code Usage Guide](#) first. If you have additional questions, please contact the Accounting Department since they determine the appropriate account code.

### COVID-19 Purchases

If your purchase is caused by COVID-19 circumstances, remember to enter Project ID 96221919 in the chartfield.

### Purchases by Academic Affairs Units

Units under Academic Affairs are requested to attach the email approval of Vice Provost Dwayne Banks to any requisitions exceeding a total amount of \$1,000. The approval should include the vendor name and/or quote number and total requisition amount.

## Q & A

**Q: Who should I contact if I have a general question for Procurement or if I have a question about my requisition?**

*A: Please contact [procurement@sfsu.edu](mailto:procurement@sfsu.edu).*

**Q: When does a furniture purchase require prevailing wages?**

*A: Prevailing wages are required for a furniture purchase if the vendor installs furniture that is affixed to the building or part of a modular office system. A modular office system is a group of furniture capable of being joined or arranged together and serving a common purpose. In doubt, please contact us to make this determination and to ensure Public Works requirements are followed, such as prevailing wages and DIR registration of the vendor.*

*Check out our website for FAQs and other useful information: [procurement.sfsu.edu](http://procurement.sfsu.edu).*

## You Can Be A Winner!

In order to be a winner, you must answer both questions below correctly. Please email your answers to [procurement@sfsu.edu](mailto:procurement@sfsu.edu) (subject: WIN). Good luck to all participants!

**Q1** – During the shelter-in-place, POs may contain a different ship-to location other than the campus. Requesters will need to input name, address, cell phone number and email address. Where does this information need to be indicated on the requisition?

**Q2** – Who would you need to contact to arrange delivery for purchases on campus?

Congratulations to the following people for winning a prize from our last issue: Jesse Ray, Albert Zavaleta, Thura De Lopez, Avi Chandiramani, Myla Marcelino Adeva, John Rodriguez and Emily Beitiks. We will arrange delivery of prizes when the shelter-in-place has been lifted.