Navigating Purchasing and Payment Processes: Avenues for Spending

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Overview of Objectives

→ CSU’s Procurement Authority
→ What is CSU “procurement”? 
→ What is our role?
→ Contract law concepts
  What is a contract?
  Elements of a contract
→ Mechanisms for acquiring goods and services
  Purchase orders
  Contracts and agreements
  Pcard acquisitions
  OfficeMax releases
  Petty cash
  Check requests
→ Questions ??
What is CSU “Procurement”?

→ Centralized authority within our CSU System
→ CSU campuses functioning in a Decentralized Model
→ Authority based on
  - Statutory codes of the State of California
    • Education Code
    • Public Contract Code
    • Government Code
    • Title 5, California Code of Regulations
  - Board of Trustees
    • Orders and Resolutions
    • Policies issued via Executive Orders
    • Policy Manuals
→ Delegation of Authority to “Purchase, sell, lease, or license personal property...”
  - Trustees of the California State University (from the State)
  - The Chancellor (from the Trustees)
  - Campus Presidents (from the Chancellor)
  - Contracts and Procurement (from the President)
  - Users (usually limited to Pcard, OfficeMax, Blank Order Releases, & Petty Cash)
What is our Role?

→ Source selection
→ Terms and conditions
→ Business and legal considerations
→ Implementation of public policies
→ Level playing field
→ Fair and reasonable
→ Compliance
Contract Law Concepts

→ What is a contract?
  - Purchase Order
  - Agreement
  - Contract
    • Contract Releases (Blankets, OfficeMax, etc)
  - Pcard

→ Elements of a contract
  - Offer and acceptance (Mutual Assent)
  - Lawful purpose
  - Competent parties
  - Consideration
Mechanisms for Acquiring Goods and Services

→ Purchase Orders
- Supplies
- Services
- Equipment

→ Contracts and Agreements
- Federal
  - Multiple Award Schedules (MAS)
  - General Services Administration (GSA) price schedules
- State
  - California Multiple Award Schedule (CMAS)
- CSU
  - Master Enabling Agreements (MEA)
- Cooperative and Consortium Agreements
  - E&I Cooperative Services
  - U.S. Communities
  - WSCA
  - Horizon Resource Group
- Campus (typically formal bids)
  - Equipment
  - Services
  - Public Works
    - Minor Cap.
    - Major Cap.
    - Services

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Mechanisms (con’t)

→ Procurement Card (Pcard)
  – Limited delegation of purchasing authority to cardholders
    • Supplies
    • Services (allowed by policy)

→ OfficeMax
  – Preferred office supply purchasing program with direct order and billing to departments
    • Office supplies
    • Furniture

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Mechanisms (con’t)

→ Petty Cash
  - Purchases under $50
  - Adheres to C&P purchasing policies, no service allowed
  - Requires appropriate approvals and supporting documentation
    (original receipts, D-11)

→ Check Requests
  - Can be used for only designated types of payments (refer to form)
  - Adheres to C&P purchasing policies, no service allowed
  - Requires appropriate approvals and supporting documentation
    (original receipts, D-11)
Important Websites

• Contracts and Procurement: http://finance.fullerton.edu/procurement/

• Procurement Card: http://finance.fullerton.edu/Procurement/PCard/

• OfficeMax: http://finance.fullerton.edu/Procurement/OfficeMax/

• Accounts Payable: http://finance.fullerton.edu/Controller/AccountsPayable/
Questions
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