CSFPF Contracts and Procurement PROCUREMENT METHODS Updated 04/18/25

This matrix tool is intended to determine the most appropriate process to purchase goods or service ¹

Actobic Beverages - (with Hospitality D11 approval) x x x Chemicals/Hazardous Materials: see CSFPE credit card program policy ² and CSLP's EHS preapproval Bal district Functional Controlled Substances, Firearms, and Narcotics x x Ammunitors, Controlled Substances, Firearms, and Narcotics x x Computers IT Authorization Number) x x Torochaga, fontclooks, destops, patops, servers, etc. valued <u>under S5.000</u> (unit price inclusive of sales tas) x x Consulting Services x x x Consulting Services x x Consulting Services x x Consulting Services x x Consulting Services x x Consulting Service Provider: 1 x x Authorized Service (Pnewal Contracts (i.e., Copiers, Software License Receiversity) x x Formal Agreements (contracts Neguest Form Required 1) x x Sequement Valued and S5,000 and owg(unit price inclusive of sales tax) x x Equipment Valued and S5,000 and owg(unit price inclusive of sales tax), with without x x Sequencest Iduition, Aget Mangement Office must be notified of purchase to update campus property inventory records. x x Sequencest Iduition Aget Mangement Office must be notified of purchase to update campus property inv	Transaction Type	Requisition / Purchase Order (PO)	Check Request (Direct Payment)	Foundation Card ² (Required to adhere to Foundation Card Policy)	Prohibited
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	Hospitality				
	Meals / Refreshments (Refer to Pre-approved Caterers List ⁵)				

CSFPF Contracts and Procurement PROCUREMENT METHODS Updated 04/18/25

Transaction Type	Requisition / Purchase Order (PO)	Check Request (Direct Payment)	Foundation Card ² (Required to adhere to Foundation Card Policy)	Prohibited
Catering services / on-campus delivery	Х		X ³	
Curbside delivery or pick-up			Х	
Memberships (no personal reimbursements)		Х	Х	
Public Works/Facilities Planning	Х			
Sponsorships	Х			
In-person registrations			Х	
Virtual Conference Registrations		Х	Х	
Rentals				
Equipment rentals or off-campus venue rentals	Х			
Services				
Services by Auxiliary Services Corporation (e.g., food services, space rental, travel split funding & payroll reimbursements etc.)	х	х	X ³	
Services of any nature performed on or off campus (i.e., installations, printing and shredding services, equipment repairs, etc.)	х		х	
Speakers (Guests, Special Lecturers, Honorariums, non-CSUF personnel for on-campus events)				
Payments for non-CSUF personnel for on-campus events	Х	Х		
Payments to Speakers doing business as a company	Х			
Software (Requires IT Authorization Number)				
All software, licenses and subscriptions.	Х		Х	
All software leases, licenses, renewals, maintenance and support and library subscriptions/periodicals paid in advance of Fiscal Years (prepaids.)	х			
Subscriptions (magazines only)		Х	Х	
Travel				
Travel for CSUF faculty/Staff/Students (requires CSUF travel authroization number and must comply with CSUF travel policy and CSFPF Foundation credit cad policy)			х	
Travel pre-payment for registration fee payable directly to organization only		Х	Х	
Travel expenses for Guest reimbursement (Guest travel must comply with CSU travel policy) : For non-employee and non-consulting guest lecturers/guest speakers, payments to individuals can be made via check request and PO, whereas payments to companies must go through PO exclusively.	x	x		

POLICY REFERENCES:

¹ <u>CSUF Procurement Methods Matrix</u>

² Foundation Credit Card Program Policy & Procedures

³ <u>CSUF Authorized Service Providers for P-Card Use</u>

⁴ CSUF Contract Request Form

⁵ CSUF Pre-approved Caterers List

⁶ CSUF Travel Business Payment Policy

⁷ CSFPF Travel Policy

Differences in procurement method matrices between CSPFP and CSUF

Foundation Card payments to Auxiliary Services Corporation limited to the CSUF Authorized Service Providers list