

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

Transaction Type	Requisition / Purchase Order (PO)	Check Request (Direct Payment)	Foundation Card ² (Required to adhere to Foundation Card Policy)	Prohibited
Advertisements (Purchase Order is required if over \$5,000)	X	X		
Alcoholic Beverages - (with Hospitality D11 approval)	X	X	X	
Chemicals/Hazardous Materials : see CSFPF credit card program policy² and CSUF's EHS preapproval list	X		X	
Ammunitions, Controlled Substances, Firearms, and Narcotics				X
Blanket Purchase Orders / Open Order	X			
Computers (Requires IT Authorization Number)				
Touchpads, notebooks, desktops, laptops, servers, etc. valued <u>under \$5,000</u> (unit price inclusive of sales tax) See instructional equipment.)	X		X	
Touchpads, notebooks, desktops, laptops, servers, etc. valued <u>\$5,000 and over</u> (unit price inclusive of sales tax)	X			
Consulting Services	X			
Contracts				
Agreements related to Foundation Card purchases (only specific services from the CSUF's Authorized Service Providers³)			X	
Licenses/Maintenance/Service/Renewal Contracts (i.e., Copiers, Software License Renewals)	X			
Formal Agreements (Contracts Request Form Required ³)	X			
Equipment (All IT related equipment requires IT Authorization Number)				
Equipment valued <u>under \$5,000</u>	X		X	
Equipment valued at <u>\$5,000 and over</u> (unit price inclusive of sales tax), with or without installation. Asset Management Office must be notified of purchase to update campus property inventory records.	X			
Equipment valued at <u>\$15,000 and over</u>	X			
Instructional Equipment valued at <u>\$5,000 or more</u> (unit price inclusive of applicable tax, freight, delivery, installation, etc.). Asset Management Office must be notified of purchase to update campus property inventory records.	X			
Fees				
Accreditation fees and expenses: lodging, meals, transportation, expenses required by accreditation.		X	X	
Submission fees: publishing papers in academic journals/publications		X	X	
Film and video rentals			X	
Furniture				
All orders <u>greater than \$1,000 (total cost of order)</u> that includes assembly, disassembly and installation services.	X			
All orders \$1,000 and under (total cost of order) that includes assembly, disassembly and installation services. (Q# Required)			X	
Gifts - (with Hospitality D11 approval)		X	X	
Gift items of a personal nature or purchases for personal use				X
Gift Cards (required pre-approval & supporting documentation) - in accordance with CSUF policy - Foundation Funds can be used to reimburse other Auxiliary for gift card administration.	X	X		
Hospitality				
Meals / Refreshments (Refer to Pre-approved Caterers List ⁵)				

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Catering services / on-campus delivery	X		X ³	
Curbside delivery or pick-up			X	
Memberships (no personal reimbursements)		X	X	
Public Works/Facilities Planning	X			
Sponsorships	X			
In-person registrations			X	
Virtual Conference Registrations		X	X	
Rentals				
Equipment rentals or off-campus venue rentals	X			
Services				
Services by Auxiliary Services Corporation (e.g., food services, space rental, travel split funding & payroll reimbursements etc.)	X	X	X ³	
Services of any nature performed on or off campus (i.e., installations, printing and shredding services, equipment repairs, etc.)	X		X	
Speakers (Guests, Special Lecturers, Honorariums, non-CSUF personnel for on-campus events)				
Payments for non-CSUF personnel for on-campus events	X	X		
Payments to Speakers doing business as a company	X			
Software (Requires IT Authorization Number)				
All software, licenses and subscriptions.	X		X	
All software leases, licenses, renewals, maintenance and support and library subscriptions/periodicals paid in advance of Fiscal Years (prepaids.)	X			
Subscriptions (magazines only)		X	X	
Travel				
Travel for CSUF faculty/Staff/Students (requires CSUF travel authorization number and must comply with CSUF travel policy and CSFPF Foundation credit card policy)			X	
Travel pre-payment for registration fee payable directly to organization only		X	X	
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 [CSUF Procurement Methods Matrix](#)

² [Foundation Credit Card Program Policy & Procedures](#)

³ [CSUF Authorized Service Providers for P-Card Use](#)

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 CSFPF and CSUF

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