

**San Diego State University**  
**Quick Reference Guide - Procurement and Payment**  
**Last Revised: June 2017**

	<b>Contract and Procurement Management(CPM)</b>	<b>Accounts Payable</b>
<b>Purchase Order (PO)</b>	<ul style="list-style-type: none"> <li>•See Attachment 1 for requirements by transaction-type.</li> </ul>	<ul style="list-style-type: none"> <li>•2-Way PO (services) invoices are routed out electronically to the requestor for approval to pay.</li> <li>•3-Way PO (goods) invoices cannot be paid until receiving is completed. All goods should come to campus through Central Receiving for proper receipting.</li> <li>•Invoices should be sent electronically via e-mail to sdsuapinv@mail.sdsu.edu. File needs to be a PDF and only one invoice per PDF file. Each invoice (PDF) must be e-mailed separately (i.e. one invoice per e-mail)</li> </ul>
<b>Direct Payment</b>	<ul style="list-style-type: none"> <li>•No involvement.</li> </ul>	<ul style="list-style-type: none"> <li>•Use Direct Payment Request Form - <a href="http://bfa.sdsu.edu/ap/pdf/DirPayReq.pdf">http://bfa.sdsu.edu/ap/pdf/DirPayReq.pdf</a></li> <li>•Library Books</li> <li>•Subscriptions</li> <li>•Publications</li> <li>•Registrations (non-travel)</li> <li>•Postage (Business Services only)</li> <li>•Permits</li> <li>•Memberships</li> <li>•Game Officials</li> <li>•Food Purchases (see below)</li> </ul>
<b>Food Purchases</b>	<ul style="list-style-type: none"> <li>•PO's are NOT recommended for food purchase and will only be processed on an exception basis.</li> </ul>	<ul style="list-style-type: none"> <li>•All food purchases over \$100 must be submitted to Aztec Shops, which has the option to waive providing the service. Additionally, any food purchased, which will be served to the public (i.e. anyone other than departmental faculty and staff), must be made through Aztec Shops or its partner restaurants – see Aztec Shops Dining Services website for a current list of partner restaurants. <a href="http://www.eatatsdsu.com">http://www.eatatsdsu.com</a></li> <li>•Aztec Shops will ensure the catering order is authorized by an appropriate person on the Fiscal Approval Hierarchy (FAH) for the respective ordering department.</li> <li>•After the event takes place, Aztec Shops will route the invoice to the department which was provided service.</li> <li>•The campus department will attach the invoice to a Direct Payment Request Form, include a Hospitality Justification Form, and submit to Accounts Payable for payment. Complete payment package can be e-mailed as one PDF in a single e-mail. See the following for the Hospitality Justification Form - <a href="http://bfa.sdsu.edu/prosrvcs/hospitality.htm">http://bfa.sdsu.edu/prosrvcs/hospitality.htm</a></li> <li>•Note - purchases from Starbucks, Faculty-Staff Club, and other Aztec Shops partner restaurants, which do not involve catering and require point-of-sale payment, should be processed on the direct payment form as employee reimbursements with an approved Hospitality Justification Form attached.</li> </ul>

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<b>Facilities Rentals - Associated Students Properties(Conrad Prebys Student Union, Viejas Arena, ARC, Mission Bay Aquatic Center)</b>	<ul style="list-style-type: none"> <li>•PO's are NOT recommended for one-time rentals for Associated Students Facilities</li> </ul>	<p>Associated Students will ensure the rental is authorized by an appropriate person on the Fiscal Approval Hierarchy (FAH) for the respective ordering department.</p> <ul style="list-style-type: none"> <li>•After the event takes place, Associated Students will route the invoice to the department which was provided service.</li> <li>•The campus department will attach the invoice to a Direct Payment Request Form, include a Hospitality Justification Form (depending on the event), and submit to Accounts Payable for payment. Complete payment package can be e-mailed as one PDF in a single e-mail. See the following for the Hospitality Justification Form - <a href="http://bfa.sdsu.edu/prosrvcs/hospitality.htm">http://bfa.sdsu.edu/prosrvcs/hospitality.htm</a></li> </ul>
<b>Facilities Rentals TCF and SDSU Research Foundation Properties(Parma Payne Goodall Alumni Center, Extended Studies(Foundation) – Effective July 1, 2017</b>	<p>PO's are NOT recommended for one-time rentals for Foundation Facilities</p>	<p>The Foundation office you are renting from will ensure the rental is authorized by an appropriate person on the Fiscal Approval Hierarchy (FAH) for the respective ordering department.</p> <ul style="list-style-type: none"> <li>•After the event takes place, the Foundation office will route the invoice to the department which was provided service.</li> <li>•The campus department will attach the invoice to a Direct Payment Request Form, include a Hospitality Justification Form (depending on the event), and submit to Accounts Payable for payment. Complete payment package can be e-mailed as one PDF in a single e-mail. See the following for the Hospitality Justification Form - <a href="http://bfa.sdsu.edu/prosrvcs/hospitality.htm">http://bfa.sdsu.edu/prosrvcs/hospitality.htm</a></li> </ul>
<b>Procurement Credit Card (PCC)</b>	<ul style="list-style-type: none"> <li>•Campus Market Place is administered by CPM. There are established contracts and preferred pricing with large vendors. All payments are made on PCC.</li> <li>• More info on Campus Market Place is available - <a href="http://bfa.sdsu.edu/prosrvcs/campusmarketplace.htm">http://bfa.sdsu.edu/prosrvcs/campusmarketplace.htm</a></li> </ul>	<ul style="list-style-type: none"> <li>•PCC reconciliations are required to be submitted monthly. Limits are generally at \$4,000 per transaction. Single purchases greater than \$4,000 should not be split into multiple transactions. Also, approvals are required in US Bank Access Online. Note: PCC reconciliations and approval will occur in iExpense as cardholders are migrated to the iExpense module of Oracle.</li> <li>•PCC Handbook details allowable and unallowed expenditures. PCC Handbook can be located at the following - <a href="http://bfa.sdsu.edu/ap/pdf/PCCHandbook.pdf">http://bfa.sdsu.edu/ap/pdf/PCCHandbook.pdf</a></li> <li>•PCC cardholders need to consider SDSU's Hospitality Policy when making purchases and deciding upon funding source. See the following for the Hospitality Policy - <a href="http://bfa.sdsu.edu/prosrvcs/hospitality.htm">http://bfa.sdsu.edu/prosrvcs/hospitality.htm</a></li> </ul>

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<b>Travel (including Corporate Travel Card)</b>	<ul style="list-style-type: none"> <li>•Only involved when creating a line to reimburse a contractor, under a PO, for travel expenses incurred by the contractor. Contractors must abide by CSU and SDSU travel policies.</li> </ul>	<ul style="list-style-type: none"> <li>•SDSU follows the detailed CSU travel policy with limited exceptions.</li> <li>•Required submissions: Form T2, which authorizes travel, and Travel Expense Claim, which documents expenses incurred.</li> <li>•Corporate Travel Card (CTC) limits are generally set at a single purchase limit of \$2,000. CTC charges should be approved in US Bank Access Online and included on the Travel Expense Claim. CTC approval and reconciliation will occur in iExpense as cardholders are migrated to the iExpense module of Oracle.</li> </ul>
<b>Employee Reimbursements (other than travel)</b>	<ul style="list-style-type: none"> <li>•Any reimbursement which is over \$500 requires a PO, except cell phone reimbursements and employee relocations.</li> </ul>	<ul style="list-style-type: none"> <li>•Small dollar reimbursements (\$500 and below). <a href="#">Use Direct Payment Request Form located on Accounts Payable website.</a></li> <li>•Cell phones - options for both employee-owned and university-owned phones. See policy and forms on Accounts Payable website - <a href="http://bfa.sdsu.edu/ap/forms.htm#cellphone">http://bfa.sdsu.edu/ap/forms.htm#cellphone</a></li> <li>•Employee relocations. See Accounts Payable website for policy and forms - <a href="http://bfa.sdsu.edu/ap/relocate/index.htm">http://bfa.sdsu.edu/ap/relocate/index.htm</a></li> </ul>
<b>Guest Lecturer</b>	<ul style="list-style-type: none"> <li>•No involvement.</li> </ul>	<ul style="list-style-type: none"> <li>•All payments to guest lecturers are processed by Accounts Payable.</li> <li>•There are differences between foreign and domestic guest lecturers for tax purposes.</li> <li>•Accounts Payable website for checklist and forms - <a href="http://bfa.sdsu.edu/ap/forms.htm">http://bfa.sdsu.edu/ap/forms.htm</a></li> </ul>
<b>Student Success Fee (SSF) and Instructionally-Related Activities (IRA)</b>	<ul style="list-style-type: none"> <li>•All services are required to be on a PO.</li> <li>•Goods over \$4,000 and any items with a hard drive are required to be on a PO.</li> <li>•See the following for procedures and forms - <a href="http://bfa.sdsu.edu/ap/ira.htm">http://bfa.sdsu.edu/ap/ira.htm</a></li> </ul>	<ul style="list-style-type: none"> <li>•All other SSF and IRA purchases can be paid directly.</li> <li>•Cash advances are allowed.</li> <li>•See the following for procedures and forms - <a href="http://bfa.sdsu.edu/ap/ira.htm">http://bfa.sdsu.edu/ap/ira.htm</a></li> </ul>

**ATTACHMENT 1 – Procurement and Payment Quick Reference Guide  
CPM REQUIRED PROCUREMENT METHODS (Version 06-13-2017 v1)**

Type of Procurement	Value	CPM Required Procurement Methods
<b>Goods/Personal Property.</b> Goods/Personal Property (furniture, shelving, etc.) attached to buildings, or land by third party vendors requires the following: Contractor License required when the work costs \$500 or more and DIR License, Project Registration with DIR before work can begin, & Prevailing wages are required when the work costs more than \$1,000.	\$1.00 or greater	Campus Market Place Vendors & CSU Contract Store agreements. Non-Competitive (Purchase Order)
<b>Goods/Personal Property.</b> Goods/Personal Property (furniture, shelving, etc.) attached to buildings, or land by third party vendors requires the following: Contractor License required when the work costs \$500 or more and DIR License, Project Registration with DIR before work can begin, & Prevailing wages are required when the work costs more than \$1,000.	Less than \$50,000	Non-Competitive (Purchase Order) Includes SB/DVBE vendors
<b>Goods/Personal Property.</b> Goods/Personal Property (furniture, shelving, etc.) attached to buildings, or land by third party vendors requires the following: Contractor License required when the work costs \$500 or more and DIR License, Project Registration with DIR before work can begin, & Prevailing wages are required when the work costs more than \$1,000.	\$50,000 – \$249,999.99	SB/DVBE vendors, Requires 2 Quotes & SOW**
<b>Goods/Personal Property.</b> Goods/Personal Property (furniture, shelving, etc.) attached to buildings, or land by third party vendors requires the following: Contractor License required when the work costs \$500 or more and DIR License, Project Registration with DIR before work can begin, & Prevailing wages are required when the work costs more than \$1,000.	\$50,000 - \$99,999.99	Competitive- Requires 3 Quotes & SOW**
<b>Goods/Personal Property.</b> Goods/Personal Property (furniture, shelving, etc.) attached to buildings, or land by third party vendors requires the following: Contractor License required when the work costs \$500 or more and DIR License, Project Registration with DIR before work can begin, & Prevailing wages are required when the work costs more than \$1,000.	\$100,000 or greater	Formal Solicitation - Bid
<b>**SOW Scope of Work - describes all the requirements/criteria of the goods or services being purchased.</b>		

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Type of Procurement	Value	CPM Required Procurement Methods
IT Goods/Services. IT Goods/Services (wiring, cabling, shelving, etc.) attached to buildings, or land by third party vendors requires the following: Contractor License required when the work costs \$500 or more and DIR License, Project Registration with DIR before work can begin, & Prevailing wages are required when the work costs more than \$1,000.	\$1.00 or greater	Campus Market Place Vendors. Non-Competitive (Purchase Order)
IT Goods/Services. IT Goods/Services (wiring, cabling, shelving, etc.) attached to buildings, or land by third party vendors requires the following: Contractor License required when the work costs \$500 or more and DIR License, Project Registration with DIR before work can begin, & Prevailing wages are required when the work costs more than \$1,000.	Less than \$50,000	Non-Competitive (Purchase Order) Includes SB/DVBE vendors
IT Goods/Services. IT Goods/Services (wiring, cabling, shelving, etc.) attached to buildings, or land by third party vendors requires the following: Contractor License required when the work costs \$500 or more and DIR License, Project Registration with DIR before work can begin, & Prevailing wages are required when the work costs more than \$1,000.	\$50,000 – \$249,999.99	SB/DVBE vendors, Requires 2 Quotes & SOW**
IT Goods/Services. IT Goods/Services (wiring, cabling, shelving, etc.) attached to buildings, or land by third party vendors requires the following: Contractor License required when the work costs \$500 or more and DIR License, Project Registration with DIR before work can begin, & Prevailing wages are required when the work costs more than \$1,000.	\$50,000 - \$499,999.99	Competitive- Requires 3 Quotes & SOW**
IT Goods/Services. IT Goods/Services (wiring, cabling, shelving, etc.) attached to buildings, or land by third party vendors requires the following: Contractor License required when the work costs \$500 or more and DIR License, Project Registration with DIR before work can begin, & Prevailing wages are required when the work costs more than \$1,000.	\$500,000 or greater	Formal Solicitation: Option 1 Bid, Option 2 Two Step (RFQ & Bid), or Option 3 RFP.
<b>**SOW Scope of Work - describes all the requirements/criteria of the goods or services being purchased.</b>		

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Services - <b>excludes</b> Work on buildings and property, Maintenance & Repairs on facilities, fixtures (equipment, machinery, etc....), & Public Works.	\$1.00 or greater	Campus Market Place Vendors. Non-Competitive (Purchase Order)
Services - <b>excludes</b> Work on buildings and property, Maintenance & Repairs on facilities, fixtures (equipment, machinery, etc....), & Public Works.	Less than \$50,000	Non-Competitive (Purchase Order) Includes SB/DVBE vendors
Services - <b>excludes</b> Work on buildings and property, Maintenance & Repairs on facilities, fixtures (equipment, machinery, etc....), & Public Works.	\$50,000 – \$249,999.99	SB/DVBE vendors, Requires 2 Quotes & SOW**
Services - <b>excludes</b> Work on Buildings and Property, Maintenance & Repairs on Facilities, Fixtures (equipment, machinery, etc....), & Public Works.	\$50,000 - \$99,999.99	Competitive- Requires 3 Quotes & SOW**
Services - <b>excludes</b> Work on Buildings and Property, Maintenance & Repairs on Facilities, Fixtures (equipment, machinery, etc....), & Public Works.	\$100,000 or greater	Formal Solicitation: Option 1 Bid, Option 2 Two Step (RFQ & Bid), or Option 3 RFP.
<b>**SOW Scope of Work - describes all the requirements/criteria of the goods or services being purchased.</b>		

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Type of Procurement	Value	CPM Required Procurement Methods
Services - Work on Buildings and Property, <b>Public Works Project</b> (construction, alteration, demolition, installation, etc....). <b>**See Below</b>	Less than \$5,000	Non-Competitive (Purchase Order). Includes SB/DVBE vendors. <b>Requires a SOW. Requires a Contractor’s License Number when the work costs \$500 or more. Requires a Contractor’s DIR License Number, Project Registration with DIR before work can begin, &amp; Prevailing wages when the work costs more than \$1,000.</b>
Services - Work on Buildings and Property, <b>Public Works Project</b> (construction, alteration, demolition, installation, etc....). <b>**See Below</b>	\$5,000 - \$280,999.99	SB/DVBE vendors. <b>Requires 2 Quotes &amp; a SOW. Requires a Contractor’s License Number when the work costs \$500 or more. Requires a Contractor’s DIR License Number, Project Registration with DIR before work can begin, &amp; Prevailing wages when the work costs more than \$1,000. Requires a Performance/Payment Bonds when the work costs \$5,000 or more.</b>
Services - Work on Buildings and Property, <b>Public Works Project</b> (construction, alteration, demolition, installation, etc....). <b>**See Below</b>	\$5,000 - \$1M	Mini Task Order Construction Agreement (Mini TOCA)
Services - Work on Buildings and Property, <b>Public Works Project</b> (construction, alteration, demolition, installation, etc....). <b>**See Below</b>	\$5,000 - \$5M	Option 1 - Task Order Construction Agreement (TOCA); Option 2 - Formal Bid or Option 3 - CM at Risk, or Design-Build.
Services - Work on Buildings and Property, <b>Public Works Project</b> (construction, alteration, demolition, installation, etc....). <b>**See Below</b>	\$5M or greater	Option 1 - Formal Bid; or Option 2 - CM at Risk, or Design-Build.
<p><b>**</b></p> <p><b>SOW Scope of Work - describes all the requirements/criteria of the goods or services being purchased.</b></p> <p><b>Requires a Contractor’s License Number when the work costs \$500 or more.</b></p> <p><b>Requires a Contractor’s DIR License Number, Project Registration with DIR before work can begin, &amp; Prevailing wages when the work costs more than \$1,000.</b></p> <p><b>Requires a Performance/Payment Bonds when the work costs \$5,000 or more.</b></p>		

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<b>Type of Procurement</b>	<b>Value</b>	<b>CPM Required Procurement Methods</b>
Services - Work on Buildings and Property, <b>Maintenance &amp; Repairs</b> on Facilities, Fixtures (equipment, machinery, etc....). <b>**See Below</b>	Less than \$5,000	Non-Competitive (Purchase Order). Includes SB/DVBE vendors. <b>Requires a SOW. Requires a Contractor's License Number when the work costs \$500 or more. Requires a Contractor's DIR License Number, Project Registration with DIR before work can begin, &amp; Prevailing wages when the work costs more than \$1,000.</b>
Services - Work on Buildings and Property, <b>Maintenance &amp; Repairs</b> on Facilities, Fixtures (equipment, machinery, etc....). <b>**See Below</b>	\$5,000 - \$280,999.99	SB/DVBE vendors. <b>Requires 2 Quotes &amp; a SOW. Requires a Contractor's License Number when the work costs \$500 or more. Requires a Contractor's DIR License Number, Project Registration with DIR before work can begin, &amp; Prevailing wages when the work costs more than \$1,000. Requires a Performance/Payment Bonds when the work costs \$5,000 or more.</b>
Services - Work on Buildings and Property, <b>Maintenance &amp; Repairs</b> on Facilities, Fixtures (equipment, machinery, etc....). <b>**See Below</b>	\$5,000 - \$656,000	Option 1 - Job Order Contract (JOC), Option 2 - Task Order Construction Agreement (TOCA or Mini TOCA), or Option 3 - Formal Bid.
Services - Work on Buildings and Property, <b>Maintenance &amp; Repairs</b> on Facilities, Fixtures (equipment, machinery, etc....). <b>**See Below</b>	\$656,000 - \$1M	Mini Task Order Construction Agreement (Mini TOCA)
Services - Work on Buildings and Property, <b>Maintenance &amp; Repairs</b> on Facilities, Fixtures (equipment, machinery, etc....). <b>**See Below</b>	\$656,000 - \$5M	Task Order Construction Agreement (TOCA)
Services - Work on Buildings and Property, <b>Maintenance &amp; Repairs</b> on Facilities, Fixtures (equipment, machinery, etc....). <b>**See Below</b>	\$656,000 or greater	Formal Bid
<b>**</b> <b>SOW Scope of Work - describes all the requirements/criteria of the goods or services being purchased.</b> <b>Requires a Contractor's License Number when the work costs \$500 or more.</b> <b>Requires a Contractor's DIR License Number, Project Registration with DIR before work can begin, &amp; Prevailing wages when the work costs more than \$1,000.</b> <b>Requires a Performance/Payment Bonds when the work costs \$5,000 or more.</b>		