

CPM Sense

Hospitality and Public Relation Policy

San Diego State University has an updated Campus Hospitality and Public Relation Policy effective June 10, 2008. This updated policy replaces the Campus Hospitality Policy, dated September 10, 2002. Please review the updated policy Contract and Procurement Management's website <http://bfa.sdsu.edu/pros/vcs/hospitality.htm>. When on the site please refer to the downloadable pdf for the Policy and Justification Form, Attachment A. Hospitality and Public Relations requests require the Hospitality Policy Justification Form, Attachment A to be filled out completely, signed, and submitted with each requisition for state funded hospitality and public relation requests. Please submit your requests in advance of the event to ensure approval of state funds is authorized. If you have any further questions please contact the Contract and Procurement Office at x45243.

Meet James Durante, our new buyer

A new face joined the Contract and Procurement Management office in March! Please welcome James Durante. James, an alumnus of SDSU, studied Information Systems in the College of Business Administration.

You can reach James by phone at x44720, or by email at : jdurante@mail.sdsu.edu.

A Note about Apple Orders

The Aztec Shops Bookstore on campus is the Apple Store for the campus community. Departments submitting order for Apple products using State funds, should use Aztec Shops as our campus reseller. Aztec Shops will honor Apple quotes or Web proposals for pricing and purchase specifications. If you have any questions about pricing or availability of products, please contact Heather Decusatis at x47507.



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Accessibility Technology Initiative

The California State University (CSU) System is implementing a new requirement for purchases related to Information Technology. The goal is to provide persons with disabilities access to equipment and services anywhere from website to computers to smart classrooms. The Accessibility Technology Initiative (or ATI) reflects the CSU's ongoing commitment to provide access to information resources and technologies to individuals with disabilities, and is articulated in Executive Order 926 and conforms to the requirements of Section 508 of the Rehabilitation Act of 1973.

What does this mean for you? Conceptually, the goal is that any faculty, student or staff, regardless of disability, can use any of SDSU's educational and information technology resources without difficulty or special accommodations.

Realistically, this means that IT purchases meeting the criteria below must be reviewed and approved to meet the ATI standards for accessibility. Currently, there is an ATI Committee formed from various areas within the campus to establish campus policy and procedures for implementation of this new requirement.

Currently, the ATI affects IT purchases of greater than \$50,000. This threshold is expected to be lowered to \$2,500 in September, 2008. This is then planned to be lowered to include all IT purchases as of September, 2010.

The ATI program and how it will be implemented is still being developed. If you have any questions, please visit the ATI website at <http://access.sdsu.edu>.



A Note About the Receipt of Goods

All goods should be delivered to SDSU through Shipping and Receiving. For goods that do not go through them and are delivered directly, it is the responsibility of the department requesting the item to ensure that it is properly "received." This can be accomplished by emailing Shipping and Receiving(allen12@mail.sdsu.edu) to notify them that the goods have been received. They will then update the lines in Oracle.

If goods are not "received" correctly, then there will be a delay in paying invoices on them. It is not enough to simply sign the invoice to ensure payment – items must be "received" in Oracle for payment to be processed.

New Document Destruction Services

Document Destruction Services Procedure

The campus has a new agreement in place to help you with your document destruction requirements. The service is available to everyone and you only pay for the service you use.

There are two basic types of service:

On-site destruction is to be used for **any** sensitive or confidential information.

Off-site destruction may be used for all other information.

There are three levels of cost:

On-site service is \$20.00 per contractor-supplied container

Off-site service is \$15.00 per contractor-supplied container

SDSU-supplied boxes (no larger than 13"x13"x19") are \$2.50 each

If you would prefer to have a **secure, locking container** for the collection of documents, the contractor is offering two types:

Large, wheeled container that holds up to 350 lbs. of paper

Fixed location container that holds up to 75 lbs. of paper

The same service costs apply to both containers.

You may call the representative from Cintas, April Bennett, 619-992-3764, and she will come to your department and help you determine which container service is right for you. You also have the option of setting up a regularly scheduled service if you prefer.

Once you are ready to start using the service, go to <http://bfa.sdsu.edu/prosvcs/forms.htm> and download the Cintas Service Request form. If you have any questions about this program call Jeff Fratt at ext. 4-3965 or e-mail ifratt@mail.sdsu.edu.

Small Business and DVBE Update

Small Business/DVBE: **Advance Computer Services**, software and software licenses. Sacramento. Contact Art Louie, 916-427-6005. www.acsnetsolutions.com

Small Business/DVBE: **Green Things**, "green" cleaning products. San Diego. Contact Barry Hemphill, 619-813-1601. www.greenthings.biz