

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

	Contract and Procurement Management(CPM)	Accounts Payable
Purchase Order (PO)	<ul style="list-style-type: none"> •See Attachment 1 for requirements by transaction-type. 	<ul style="list-style-type: none"> •2-Way PO (services) invoices are routed out electronically to the requestor for approval to pay. •3-Way PO (goods) invoices cannot be paid until receiving is completed. All goods should come to campus through Central Receiving for proper receipting. •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)
Direct Payment	<ul style="list-style-type: none"> •No involvement. 	<ul style="list-style-type: none"> •Use Direct Payment Request Form - http://bfa.sdsu.edu/ap/pdf/DirPayReq.pdf •Library Books •Subscriptions •Publications •Registrations (non-travel) •Postage (Business Services only) •Permits •Memberships •Game Officials •Food Purchases (see below)
Food Purchases	<ul style="list-style-type: none"> •PO's are NOT recommended for food purchase and will only be processed on an exception basis. 	<ul style="list-style-type: none"> •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. http://www.eatatsdsu.com •Aztec Shops will ensure the catering order is authorized by an appropriate person on the Fiscal Approval Hierarchy (FAH) for the respective ordering department. •After the event takes place, Aztec Shops will route the invoice to the department which was provided service. •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 - http://bfa.sdsu.edu/prosrvcs/hospitality.htm •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.

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Facilities Rentals - Associated Students Properties(Conrad Prebys Student Union, Viejas Arena, ARC, Mission Bay Aquatic Center)	<ul style="list-style-type: none"> •PO's are NOT recommended for one-time rentals for Associated Students Facilities 	<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"> •After the event takes place, Associated Students will route the invoice to the department which was provided service. •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 - http://bfa.sdsu.edu/prosrvcs/hospitality.htm
Procurement Credit Card (PCC)	<ul style="list-style-type: none"> •Campus Market Place is administered by CPM. There are established contracts and preferred pricing with large vendors. All payments are made on PCC. • More info on Campus Market Place is available - http://bfa.sdsu.edu/prosrvcs/campusmarketplace.htm 	<ul style="list-style-type: none"> •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. •PCC Handbook details allowable and unallowed expenditures. PCC Handbook can be located at the following - http://bfa.sdsu.edu/ap/pdf/PCCHandbook.pdf •PCC cardholders need to consider SDSU's Hospitality Policy when making purchases and deciding upon funding source. See the following for the Hospitality Policy - http://bfa.sdsu.edu/prosrvcs/hospitality.htm
Travel (including Corporate Travel Card)	<ul style="list-style-type: none"> •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. 	<ul style="list-style-type: none"> •SDSU follows the detailed CSU travel policy with limited exceptions. •Required submissions: Form T2, which authorizes travel, and Travel Expense Claim, which documents expenses incurred. •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.
Employee Reimbursements (other than travel)	<ul style="list-style-type: none"> •Any reimbursement which is over \$500 requires a PO, except cell phone reimbursements and employee relocations. 	<ul style="list-style-type: none"> •Small dollar reimbursements (\$500 and below). Use Direct Payment Request Form located on Accounts Payable website. •Cell phones - options for both employee-owned and university-owned phones. See policy and forms on Accounts Payable website - http://bfa.sdsu.edu/ap/forms.htm#cellphone

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		<ul style="list-style-type: none"> •Employee relocations. See Accounts Payable website for policy and forms - http://bfa.sdsu.edu/ap/relocate/index.htm
Guest Lecturer	<ul style="list-style-type: none"> •No involvement. 	<ul style="list-style-type: none"> •All payments to guest lecturers are processed by Accounts Payable. •There are differences between foreign and domestic guest lecturers for tax purposes. •Accounts Payable website for checklist and forms - http://bfa.sdsu.edu/ap/forms.htm
Student Success Fee (SSF) and Instructionally-Related Activities (IRA)	<ul style="list-style-type: none"> •All services are required to be on a PO. •Goods over \$4,000 and any items with a hard drive are required to be on a PO. •See the following for procedures and forms - http://bfa.sdsu.edu/ap/ira.htm 	<ul style="list-style-type: none"> •All other SSF and IRA purchases can be paid directly. •Cash advances are allowed. •See the following for procedures and forms - http://bfa.sdsu.edu/ap/ira.htm

FREQUENTLY USED NATURAL ACCOUNT VALUES

<i>Natural Account Value (NACCT)</i>	<i>Natural Account Description</i>	<i>Appropriate Uses for this Natural Account</i>
61610	IT CONSULTING	IT consulting expense is incurred when outside professionals are contracted for assistance in software implementation or upgrades. Consulting expense is incurred during a software installation or upgrade or for non-software IT such as website design. The expenditures are made pursuant to a formal agreement where detailed specifications are required or deviation from SDSU's standard contract provisions are required.
61615	IT HARDWARE — INCL MAINTENANCE & SUPPORT	IT hardware includes all computers, laptops, scanners, printers, copiers, and servers. On-going expenses for hardware maintenance and support should also be recorded here. Under SDSU's equipment policy effective July 1, 2009, all desktop/workstation CPUs, laptops, tablets, and notebooks regardless of cost will require a property ID tag, secured through Material Management.
61620	IT SOFTWARE — INCL LICENSES, MAINTENANCE & SUPPORT	Software purchases and licenses to use software should be recorded in this natural account. This includes first-time purchases of software and the annual renewals of software licenses. On-going expenses for software maintenance and support should also be included here.
61905	EQUIPMENT	Equipment is defined as tangible, durable property with a normal useful life of greater than one year regardless of the cost. The cost of equipment includes the item purchase price plus costs associated with the acquisition including taxes, shipping and handling, and installation charges. Items of equipment valued at \$5,000 or greater will be tagged and capitalized. This natural account is not to be used for IT Hardware — use 61615 for IT Hardware.
66025	HOSPITALITY EXPENSE	This natural account is used to record goods and services for activities, including hospitality and public relations, directed toward promoting the campus to the public, assisting the campus in garnering support for its mission, and enabling the campus to act as a member of the state and local communities. Please see SDSU's Hospitality Policy for specific guidance on permissible expenditures.
66030	SUPPLIES (CONSUMABLE)	Supplies are consumable items used in the daily conduct of business, such as office or lab supplies. Acquisition of goods charged to this natural account are generally evidenced by a purchase order and not a formal agreement or are acquired using a Purchasing Credit Card (PCC). Supplies usually have a life of less than one year.
66032	SERVICES	Services which are simple in nature and short in duration should be charged to this natural account. Acquisition of such services are generally evidenced by a purchase order or are made on a Procurement Credit Card (PCC) and not a formal agreement. It can be used for equipment repairs and maintenance, but should not be used for IT-related services or facilities repairs and maintenance. Services requiring more complex contractual provisions should be recorded to 61305.
61305	CONTRACTUAL SERVICES	Used to record expenditures made pursuant to a formal agreement between SDSU and the provider of a service. A formal agreement (as opposed to a purchase order) is used when detailed specifications are required, where there is a deviation from SDSU's standard contract provisions, where issues of risk need to be addressed, and/or where services are provided over an extended period of time. Contractual services is used when there is no other natural account which more specifically describes the service being procured. Therefore, IT-related contracts should be recorded using 61610 - IT CONSULTING, 61615 - IT HARDWARE - INCL MAINTENANCE & SUPPORT, or 61620 - IT SOFTWARE - INCL LICENSES, MAINTENANCE & SUPPORT.
66073	SPACE RENTAL	On-going space rental/space lease agreements. This natural account should not be used for one-time rental of space for a specific date or short-term. Use 66032 for a one-time service.

CPM RECOMMENDED PROCUREMENT METHODS

Type of Procurement	Value	CPM Recommended Procurement Method
Goods/Personal Property	Less than \$250,000	SB/DVBE, Requires 2 Quotes & SOW
Goods/Personal Property	Less than \$5,000	Non-Competitive (Purchase Order)
Goods/Personal Property	\$5,000 - \$49,999.99	Competitive- Requires 2 Quotes & SOW
Goods/Personal Property	\$50,000 - \$99,999.99	Competitive- Requires 3 Quotes & SOW
Goods/Personal Property	\$100,000 or greater	Formal Solicitation - Bid
Services - excludes Work on Buildings and Property, Maintenance & Repairs on Facilities, Fixtures (equipment, machinery, etc....), & Public Works.	Less than \$250,000	SB/DVBE, Requires 2 Quotes & SOW
Services - excludes Work on Buildings and Property, Maintenance & Repairs on Facilities, Fixtures (equipment, machinery, etc....), & Public Works.	Less than \$5,000	Non-Competitive (Purchase Order)
Services - excludes Work on Buildings and Property, Maintenance & Repairs on Facilities, Fixtures (equipment, machinery, etc....), & Public Works.	\$5,000 - \$49,999.99	Competitive- Requires 2 Quotes & SOW
Services - excludes 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 - excludes 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.
IT Goods/Services	Less than \$250,000	SB/DVBE, Requires 2 Quotes & SOW
IT Goods/Services	Less than \$5,000	Non-Competitive (PO/SO)
IT Goods/Services	\$5,000 - \$49,999.99	Competitive- Requires 2 Quotes & SOW
IT Goods/Services	\$50,000 - \$499,999.99	Competitive- Requires 3 Quotes & SOW
IT Goods/Services	\$500,000 or greater	Formal Solicitation: Option 1 Bid; Option 2 Two Step (RFQ & Bid); or Option 3 RFP.

CPM RECOMMENDED PROCUREMENT METHODS

Type of Procurement	Value	CPM Recommended Procurement Method
Services - Work on Buildings and Property, Maintenance & Repairs on Facilities, Fixtures (equipment, machinery, etc....). **See Below	Less than \$281,000	SB/DVBE, 2 Quotes Required & SOW
Services - Work on Buildings and Property, Maintenance & Repairs on Facilities, Fixtures (equipment, machinery, etc....). **See Below	Less than \$5,000	Competitive- Requires 3 Quotes & SOW
Services - Work on Buildings and Property, Maintenance & Repairs on Facilities, Fixtures (equipment, machinery, etc....). **See Below	\$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, Maintenance & Repairs on Facilities, Fixtures (equipment, machinery, etc....). **See Below	\$656,000 - \$1M	Mini Task Order Construction Agreement (Mini TOCA)
Services - Work on Buildings and Property, Maintenance & Repairs on Facilities, Fixtures (equipment, machinery, etc....). **See Below	\$656,000 - \$5M	Task Order Construction Agreement (TOCA)
Services - Work on Buildings and Property, Maintenance & Repairs on Facilities, Fixtures (equipment, machinery, etc....). **See Below	\$656,000 or greater	Formal Bid
Services - Work on Buildings and Property, Public Works Project (construction, alteration, demolition, installation, etc....). **See Below	Less than \$281,000	SB/DVBE, Requires 2 Quotes Required & SOW.
Services - Work on Buildings and Property, Public Works Project (construction, alteration, demolition, installation, etc....). **See Below	Less than \$5,000	Competitive- Requires 3 Quotes & SOW
Services - Work on Buildings and Property, Public Works Project (construction, alteration, demolition, installation, etc....). **See Below	\$5,000 - \$1M	Mini Task Order Construction Agreement (Mini TOCA)
Services - Work on Buildings and Property, Public Works Project (construction, alteration, demolition, installation, etc....). **See Below	\$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, Public Works Project (construction, alteration, demolition, installation, etc....). **See Below	\$5M or greater	Option 1 - Formal Bid; or Option 2 - CM at Risk, or Design-Build.
<p>**</p> <p>Contractor License required when the work costs \$500 or more.</p> <p>DIR Registration & Prevailing wages are required when the work costs more than \$1,000.</p> <p>Performance/Payment Bonds required when the work costs \$5,000 or more.</p>		