

CPM Sense

Dell Website Notes

- When creating a requisition for a Dell purchase, an e-quote is required. Please provide the e-quote number in the Note to Buyer field on the requisition and not in the line description.

- When making e-quotes for Dell purchases, select the Shipping & Receiving address at 5555 Canyon Crest Dr. San Diego, CA 92182 (or Imperial Valley Campus). This is the **only** place where goods should be sent on campus. Other addresses that are entered will be replaced with the Shipping & Receiving address.

If you have any further questions please contact the Contract and Procurement Office at x45243.



Congratulation to Kathi Horton for 20 Years of Service

Kathi Horton, Buyer III and alumna of SDSU, joined the Contract and Procurement Management office back in 1983. During that time, she has helped the campus through a myriad of changes. Kathi's hard work and dedication to the University can be seen in buildings all around our campus, as she's coordinated countless construction projects, bids, and contracts. All her colleagues in Contract and Procurement Management Department would like to congratulate Kathi on her impressive achievement, her dedication to the University, and for all the years of hard work.

If you would like to congratulate Kathi or have a question, she can be reached by phone at x42445, or by email at: khorton@mail.sdsu.edu.

Service Learning Agreements

In light of new issues and policies regarding service learning and internships, the University is phasing out the Field Experience Agreement, and utilizing the new Service Learning Agreement (SLA). Any time a student is engaged in an off-campus service learning experience in conjunction with a course for credit, a service learning agreement is needed in order to protect the student and the university.

Please visit the [Service Learning page](#) on the Contract & Procurement Management site for more information, and feel free to contact [Brian West](#) at 4-1549 or bjwest@mail.sdsu.edu,

[Shawn Hawes](#) at 4-7073 or shawes@mail.sdsu.edu, or [Vickie Hokenson](#) at 4-2796 or vhokenso@mail.sdsu.edu with any questions.



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Should you sign a Contract? What you need to know.

Authority to sign contracts is specifically delegated from the CSU Office of the Chancellor to the President. This written delegation is limited to Contract and Procurement Management. Those without this authority should not sign **anything** on behalf of the University.

Quotes, contracts, or other agreement documents often contain terms and conditions that may harm the University or open it to liability. These documents need to be properly reviewed by the Contracts & Procurement Management office and signed or negotiated to ensure that they properly protect the University's legal rights.

A Note About the Electronic Waste Recycling Fee

Effective January 1, 2009, for all new purchases of LCD, Plasma, or CRT monitors there will be an increase of the Electronic Waste Recycling fee. The new fee pricing will be:

More than 4 inches and less than 15 inches - \$8.00

15 inches or more, less than 35 inches - \$16.00

35 inches or more - \$25.00

For more information on the Electronic Waste Recycle Fee please visit these websites:

Department of Toxic Substance Control – www.dtsc.ca.gov

California Waste Management Board – www.ciwmb.ca.gov or www.eRecycle.org

Board of Equalization – www.boe.ca.gov/sptaxprog.ewaste.htm

Buy Recycled!



Learn more about the CSU's Buy Recycled Program at: <http://www.calstate.edu/Csp/recycle/recycle.shtml>

How to View a PO in Oracle

To view a Portable Document Format (PDF) of a SDSU purchase order (PO) follow these steps:

- Sign on to Oracle
- Select the "SDSU PO Inquiry" responsibility
- Select "Purchase Order Inquiry"
- Enter the purchase order number in the "Number" field
- Click the "Find (J)"
- Once the information for the PO comes up, select "Inquire" on the toolbar, then, "View Document"

Insurance Requirements

For purchase orders that involve any type of service that require someone to come on campus or SDSU owned property, a certificate of liability insurance is required for all suppliers before the commencement of service. Please attempt to submit requisitions two weeks in advance to make sure that insurance is secured and verified before services are rendered.

Cintas Blanket Purchase Order Agreements

Document Destruction Services Procedure for Creating a Requisition

When you receive your invoice or contact from Accounts Payable, submit a requisition referencing Blanket Purchase Order 40057380 in the notes to buyer. When preparing your requisition you must follow these steps:

1. Item type = Goods or services billed by amount
2. Item description = "ON SITE," "OFF SITE," or "BOX." Must be all caps.
3. Category = Service Misc
4. Amount = Invoice amount
5. Line type = Services Amt

Once you are ready to start using the service, go to <http://bfa.sdsu.edu/prosrvcs/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 jfratt@mail.sdsu.edu.

Small Business and DVBE Update

Small Business/DVBE: **Audio Associates**, audio and visual communication systems. La Mesa. Contact S. Browne 619-461-9445. www.audioassociates.com

Small Business: **Sew What? Inc.**, manufacturing and theatrical services, Rancho Dominguez. Contact Megan, 310-639-6000. www.sewwhatinc.com

Small Business/DVBE: **DVBE Tech Inc.**, information technology consulting, Fair Oaks. Contact Mark Eckert, 916-960-0116. www.dvbetech.com

Small Business: **California Western Visuals**, smart board reseller, Upland. Contact 909-985-8651