

## Chico State Enterprises Announcements

Wednesday, November 9, 2022

### Streamlined Payee Data Record (PDR) Processes and Further Updates to Procurement Forms

Chico State Enterprises (CSE) is pleased to announce a new, streamlined process for Payee Data Record (PDR) verifications and submissions. Previously, projects and centers would email CSE Accounts Payable (AP) to ask if a PDR was on file for a vendor. Effective today, a list of vendor (non-student) PDRs that are currently on file, can be viewed from the CSE website. The vendor list will be regularly updated every two weeks.

In addition, because PDR's contain level 1 data, secure PDR drop boxes have been created for student and vendor PDR submissions. Only payees should submit PDRs to keep their level 1 data (i.e., SSN) secure. Payees can now obtain, complete, and [submit PDRs](#) directly to CSE via secure student and vendor drop boxes.

As announced on August 31, [the micro-purchase threshold has been raised from \\$5,000 to \\$10,000](#), allowing purchases to proceed without soliciting competitive price or rate quotations. The CSE Purchase Order Instructions and Purchase Order Request have been updated to reflect both the MPT change and new PDR guidance.

Please see the chart below with the alphabetical listing of new and revised procurement forms and guidance.

We thank you in advance for your attention to these changes and welcome your feedback at [jejavor@csuchico.edu](mailto:jejavor@csuchico.edu) and [vkelly1@csuchico.edu](mailto:vkelly1@csuchico.edu).

UPDATED PROCUREMENT FORMS AND GUIDELINES			
FORM	TYPE OF CHANGE	DESCRIPTION	WEBPAGE LOCATION
<a href="#">Payee Data Record (PDR)</a>	Updated	Payee email address field and foreign national tax information added	Located on the <a href="#">CSE Procurement, Contract Services and Accounts Payable page</a>
<b>Payee Data Record (PDR) Instructions and Secure Submission Drop Boxes for Student and Vendor PDRs</b>	New	PDR secure submission drop boxes for student and vendor PDRs	Located on the <a href="#">CSE Procurement, Contract Services and Accounts Payable page</a>

<a href="#"><u>Payee Data Record (PDR) List of Vendors (Non-Students) on File</u></a>	New	Regularly updated and alphabetized listing of Vendor PDRs currently on file	Located on the <a href="#"><u>CSE Procurement, Contract Services and Accounts Payable page</u></a>
<a href="#"><u>Purchase Order Request</u></a>	Updated	Reflects recent micro-purchase threshold (MPT) increase and provides additional instructions; form reformatted	Located on the <a href="#"><u>CSE Procurement and Purchasing page</u></a>
<a href="#"><u>Purchase Order Request Instructions</u></a>	Updated	Reflects recent micro-purchase threshold (MPT) increase, Payee Data Record (PDR) guidelines and streamlined instructions	Located on the <a href="#"><u>CSE Procurement and Purchasing page</u></a>