

**Chico State Enterprises Announcements**  
**Thursday, September 1, 2022**

**Important Updates to Procurement Forms**

In a previous announcement yesterday, Chico State Enterprises (CSE) advised that the micro-purchase threshold has been raised from \$5,000 to \$10,000, allowing purchases to proceed without soliciting competitive price or rate quotations. These micro-purchases are a high volume of CSE’s purchasing activity and this change is expected to significantly reduce purchasing documents required from projects.

Based on feedback from many of you, and with a careful review of procurement forms used in certain high-volume transactions, management has determined that significant streamlining of our processes will result just from improved clarity of instructions provided on our forms. The chart below lists the procurement-related forms that have been updated and are listed in alphabetical order with links to both the forms and the webpage where detailed guidance is provided.

Please note that a complete update of CSE’s Procurement Policy is currently underway, but will take another two months or so to complete, share with stakeholders in draft form, incorporate feedback and finalize. In the meantime, below is a list of some simple revisions to existing forms that can facilitate smoother and more efficient processing effective immediately.

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

<b>UPDATED PROCUREMENT FORMS</b>			
<b>FORM</b>	<b>TYPE OF CHANGE</b>	<b>DESCRIPTION OF CHANGE</b>	<b>WEBPAGE LOCATION</b>
<a href="#"><u>Sole Source/Sole Brand Justification</u></a>	Updated	Reflects recent micro-purchase threshold (MPT) increase and provides additional instructions	Located on the <a href="#"><u>CSE Procurement and Purchasing page</u></a>
<a href="#"><u>Vendor Selection/Competitive Bids</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>