
Purchase Order Request Instructions

- **Purchases of goods or services totaling up to \$10,000** are micro-purchases. Micro-purchases may be awarded without soliciting competitive price or rate quotations. The price must be reasonable based on research, experience, purchase history or other information. Price reasonableness means a price, in its nature and amount which does not exceed that which would be incurred by a prudent person in the conduct of competitive business. To proceed with the purchase, please follow the steps below.
- **For the purchase of goods or services totaling \$10,000 and up to \$250,000**, approved vendor selection is required prior to submitting the Purchase Order Request. Complete the [Vendor Selection/Competitive Bid](#) or [Sole Source/Sole Brand](#) form and submit to cseprocurement@csuchico.edu for approval. Once approved by Chico State Enterprises (CSE) Administration, follow the steps below.

Steps to complete a Purchase Order Request:

1. Open the [CSE Purchase Order Request](#) from the CSE website.
2. Enter date of request.
3. Enter proposed vendor, remit to address, city/state/zip, phone number and email address.
4. A [Payee Data Record \(PDR\)](#) is required for vendors providing services (goods may be included in the quote). To view a current listing of vendors with PDRs on file, please see the [Vendor \(Non-Student\) PDR Listing](#). If the vendor's name is not included on the list, please provide them with the link to the secure [Vendor PDR Drop Box](#) to obtain a blank PDR and submission instructions.
5. Enter Project number(s), Object code(s) and Amount(s).
6. Select Account Type from the drop-down list.
7. Enter quantity, item description (with detail), and unit price. Total price will calculate. Use additional lines for item description if needed. Enter "Quantity" for each new item.
8. If you need space for additional items, do not add lines to page one of the PO request, instead, use page two of the worksheet (PO Request p2). Total price will calculate on page one based on quantity and unit price.
9. Add shipping and handling amount as applicable.
10. CA Sales Tax will calculate automatically based on the information entered, CSE will correct as needed.
11. Attach a valid quote from the vendor prepared specifically for Chico State Enterprises (CSE) or The University Foundation (UF). Quotes should be valid for at least 30 days and should have a minimum of 15 days remaining when submitted to CSE. Do not attach quotes prepared for Chico State. Please note that an email from the vendor may be sufficient documentation for the quote.

12. Attach the signed Vendor Selection/Competitive Bid or Sole Source/Sole Brand form.
13. IT Procurement Review (ITPR) – If applicable, attach ITSS email approving [Chico State ITPR](#).
14. Property - If applicable, attach [Property Inventory](#) form.
15. Chemical Substance - Check Chemical Substance box if any item on the PO Request is, or contains a chemical substance (pure or mixtures).
16. Radioactive Material - If applicable, attach required [Authorization to Purchase or Accept Radioactive Materials or Radiation Producing Devices](#) form.
17. Attach email approval from HR to pay the vendor as an Independent Contractor (IC) for services, if applicable.
18. Enter delivery location information.
19. Type or print name of the PO Request Authorized Signer. Purchases paid with UF annual funds (projects starting 2006 and 2016xxx-00) require two signatures.
20. Incomplete PO Requests will be returned for resubmission and will delay processing.
21. Create **one single digital file** (one combined pdf file; see [Adobe video tutorial](#)), in order as listed on the PO Request form. Email digital file to csepo@csuchico.edu.
22. Follow-up questions will be sent back to the requestor from csepo@csuchico.edu, as needed.
23. Once the completed Purchase Request is fully processed and approved, a PO will be generated and returned from csepo@csuchico.edu to the requestor, signaling approval to move forward.
24. Please ask that the PO number is referenced on all future invoices.