INSTRUCTIONS FOR 2021/22
CONTRACT AND SERVICE ORDER RENEWALS
Get your annual department contracts ready for the new fiscal year in three easy steps!

DO NOT ENTER A NEW YEAR REQ until after the new year Accounting Period is opened May 3, 2021, 5:00PM.

Definitions:
New Year = Fiscal year 7/1/2021 to 6/30/2022
Current Year = Fiscal year 7/1/2020 to 6/30/2021 (a.k.a. “old year”)
New Year Order = Orders that will be in place for the upcoming fiscal year
Critical Renewal = Orders that need to be in place by or before July 1 for continuity of service and warranty, or to avoid cancellation, i.e. software license or maintenance agreement.
Standard Renewal = i.e. equipment maintenance agreement or paper shredding services that occur periodically throughout the year. Note: these orders may be entered after year end-close processes (estimated to be July 6).

Step 1: Find your department renewal contracts:
➢ Work with your Procurement Specialist to find your department’s list of contract renewals in the designated Box folder.
➢ Review the listed current year agreements to determine if the orders need to be in place on July 1, 2021 and continue through the upcoming new fiscal year.
➢ Determine if your agreement needs an ITPR.

Step 2: Enter a “New Year” CFS Requisition (see page 2 for a quick guide):
Enter a Requisition for the identified New Year agreements per the CFS Requisition Entry guide (available at https://www.csuchico.edu/fin/resources/how.shtml), but with the following differences:

A. “Requisition Date” AND “Accounting Date” MUST be entered as 07/01/2021.
B. “Description” MUST start with “21/22FY”, then provide a complete (5W’s) description
C. “Due Date” enter as applicable (* see below).
D. Standard Comment: Type DPT, Comment ID SERV (“SERVICE RENEWAL FOR 2021/22”)

* Note: The Due Date should be the date when the order is expected to be paid and closed.
Examples: Software orders required to be paid in advance... Due Date = 7/1/21
Year-long blanket orders... Due Date = 6/30/22

Step 3: Send your attachments to your Procurement Specialist in P&CS:
➢ Send order attachments (quote, proposals, forms, etc.) via email, or attached to the requisition.
➢ Remember if you attach a file electronically to the requisition please note it on the req with the standard comment.

REMEMBER: New Year Orders get New Year Dates
QUICK REFERENCE GUIDE – NEW YEAR ORDERS

This Quick Guide is for entering New Year Requisitions ONLY
(Current year REQs follow standard procedures)

Notes:
1. The Due Date should be the date when the order is expected to be paid and closed.  
   Examples: Software orders required to be paid in advance... Due Date = 7/1/21
   Year-long blanket orders... Due Date = 6/30/22
2. Origin Code... leave as “ONL”.
3. REMEMBER: New Year Orders get New Year Dates

Helpful Links and Resources:
ITPR Renewal Request: https://support.csuchico.edu/TDClient/1984/Portal/Requests/ServiceCatalog?CategoryID=14504
Forms, Policies & Procedures: https://www.csuchico.edu/fin/resources/forms.shtml
Fiscal Year End Schedule: https://www.csuchico.edu/fin/fiscal-schedule.shtml
Procure to Pay Contacts: https://www.csuchico.edu/purc/procure-to-pay.shtml