INSTRUCTIONS FOR 2022/23
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 2, 2022, 5:00PM.

Definitions:
New Year = Fiscal year 7/1/2022 to 6/30/2023
Current Year = Fiscal year 7/1/2021 to 6/30/2022 (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 5).
5W’s = Who, What Where When & Why

Step 1: Determine your department renewal contracts:
- Your department may have an established list, or you can review orders from previous fiscal year. You can also use other tools such as Insight. For assistance, contact your Procurement Specialist.
- Review current year agreements to determine if a renewal order needs to be in place on July 1, 2022 and continue through the upcoming new fiscal year.
- Determine if your new year agreement needs an ITPR.
- Contact the supplier and ask for a quote for the upcoming service term.

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 07/01/2022.
B. “Description” MUST start with “22/23FY”, 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 2022/23”)

* 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 = 7/1/22
Year-long blanket orders... Due Date = 6/25/23 (a few days early for proper closeout)

Step 3: Send the quote to your Procurement Specialist in P&CS:
- Send quote (quote, proposals, forms, etc.) via email, OR attach it 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 = 7/1/22 Year-long blanket orders... Due Date = 6/25/23 (a few days early for proper closeout)
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 Team Contacts: https://www.csuchico.edu/purc/procure-to-pay.shtml