Procurement & Contract Services

OFFICE HOURS

Procurement and Payment Specialists are available remotely Monday-Friday, 8:00 am-5:00 pm. They will continue to provide primary support for all “procure-to-pay” needs and can help with the acquisition of University related purchases. Visit www.csuchico.edu/purc for assignment and contact information.

For the latest, up-to-date information see Financial Services COVID-19 Processes.

PURCHASE ORDERS & CONTRACTS

Purchase requisitions for supplies and services should be submitted via CFS (PeopleSoft) online. Attachments, (quotes, forms, contracts, etc.) can either be attached to the requisition within CFS, or emailed directly to the department’s Procurement Specialist.

Electronic & Information Technology purchases still require the submission and approval of ITPR prior to purchase. Visit https://support.csuchico.edu/TDNext for information.

Cancellation or delay of items or services already contracted can be complex. Your Department Procurement Specialist can help with the legal language and work through the options with the supplier. Reach out to them as soon as possible for help if needed.

EMPLOYEE REIMBURSEMENTS

Employee reimbursement should only be used when no other procurement method is available. Contact your department’s Procurement Specialist for the pre-approval process. As a reminder, off-campus use forms must be approved and filed with the Property Management Office for University property to be taken off-campus. Items purchased to support the temporary telecommuting program must be returned to campus at the conclusion of the program.

TELECOMMUTING SUPPLIES DURING COVID-19 EMERGENCY

See Campus Online Ordering for guidelines on the ordering of office supplies for home delivery with your personal credit card while working remotely.

SHIPPING

Items purchased for University business should only be shipped to the University’s Shipping & Receiving department. Shipping items to a home or off-campus address using University funds is not allowed. Please contact your Procurement Specialist for help. Visit Shipping & Receiving website at www.csuchico.edu/busy for more information or call 530-898-5115 to arrange pickup.

SUSPENDED SERVICES

Notary Services are suspended until further notice. As of 4/15/20