

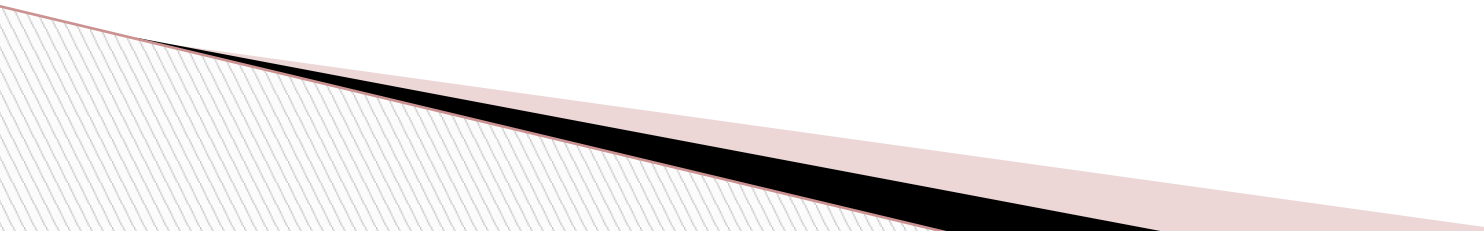
PROCUREMENT

102

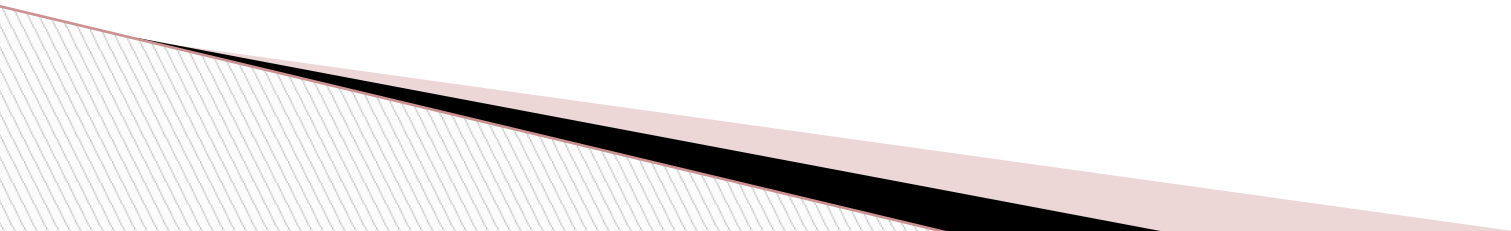
CSUEB Procurement Team:

- Thomas Ballinger
 - Diego Campos
 - Chris Lam -Vazquez
 - Jon Medwin
 - Bhavesh Patel
- 

Objectives

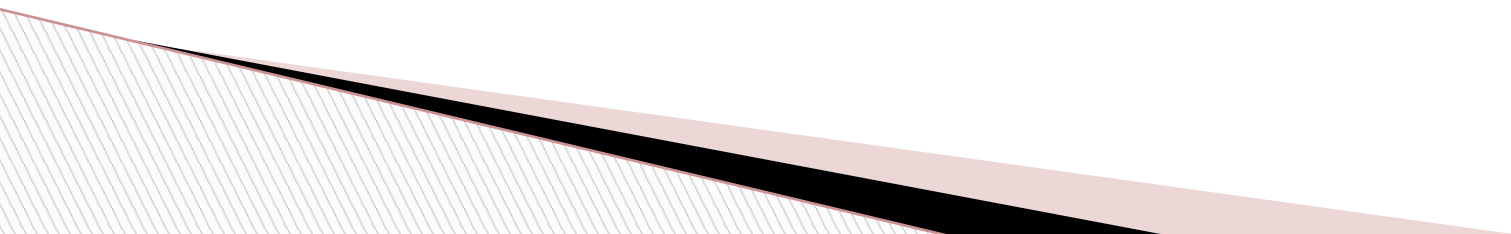
- Raise awareness and understanding in procurement, contract standards, policies and procedures
 - Maintain integrity of procurement and contracting process
 - Understanding responsibilities of both the department and the Procurement staff during a procurement process
- 

Agenda

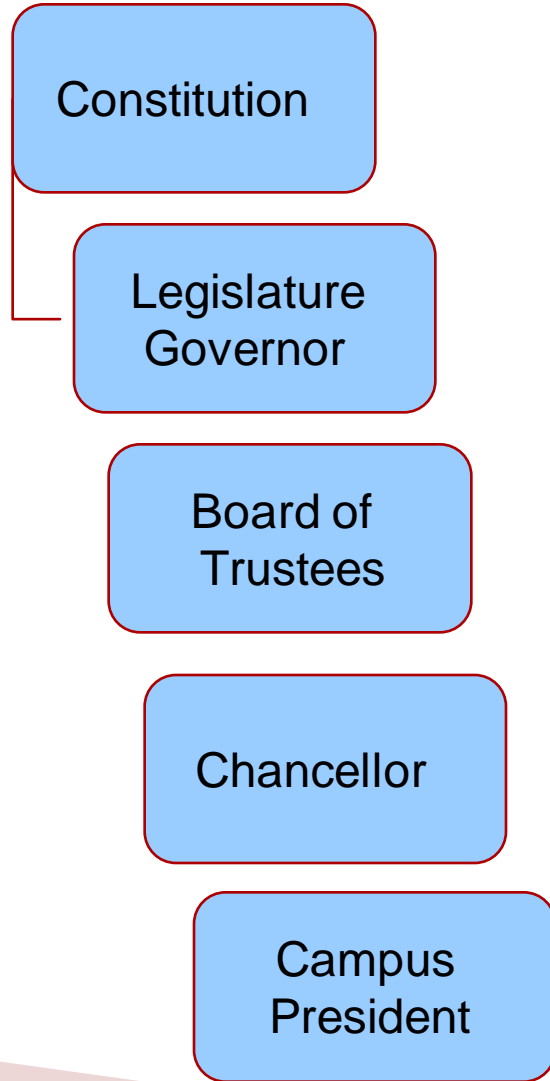
- Overview
 - Procurement Delegation of Authority
 - “Wheeling and Dealing”
 - Software Agreements
 - Blanket Purchase Orders
 - P-Card/Hospitality
 - Asset Management
 - Printing & Duplication Updates
- 

What is Procurement Delegation of Authority ?

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How is Delegation of Authority Issued

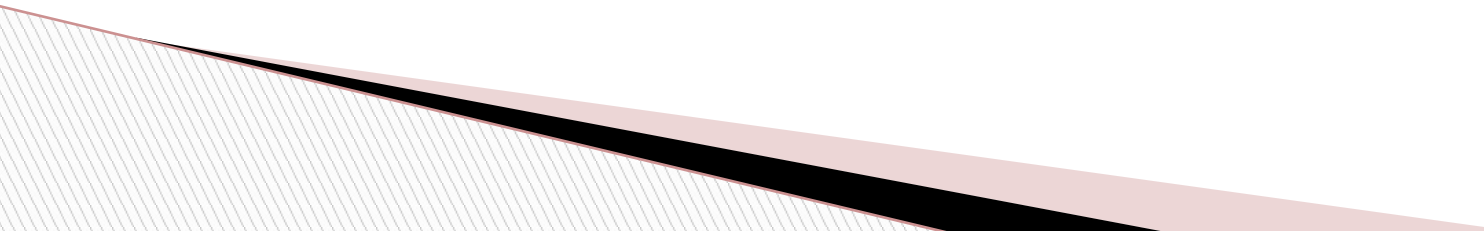


Who Has Procurement Authority?

Authority to sign purchase orders, contracts, and interagency agreements are delegated by the Chancellor of the CSU to the Campus President in writing. The President can delegate authority for Procurement transactions to:

- Vice President of Administration & Finance
- Procurement Director & Procurement Staff

Departments Are Not Authorized To:

- Make a purchase or contract for goods or services without an approved purchase order
 - Sign any contractual agreement, i.e., license agreement, MOUs, CSU Agreement
 - Pick up merchandise without an approved CSUEB issued purchase order, or advanced authorized use of a P -Card
 - Use P-Cards as a payment vehicle for received invoices and/or previously received equipment, supplies, or services.
 - Use P-Cards to purchase prohibited items that are listed in the P-Card Policy
 - Use Personal Credit Cards for University funded purchases, including for auxiliaries. This could jeopardize a reimbursement.
- 


Questions?



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“Wheeling & Dealing”

What is a Confirming Order?

- A “confirming order” is a pre-negotiated order for service for a commodity placed by an unauthorized department and individual outside of the Procurement Department. P-Card orders are excluded.
 - No negotiations should occur without a member of the Procurement Office participating.
 - No agreements should be signed by individual departments. This could put the University and the individual at risk.
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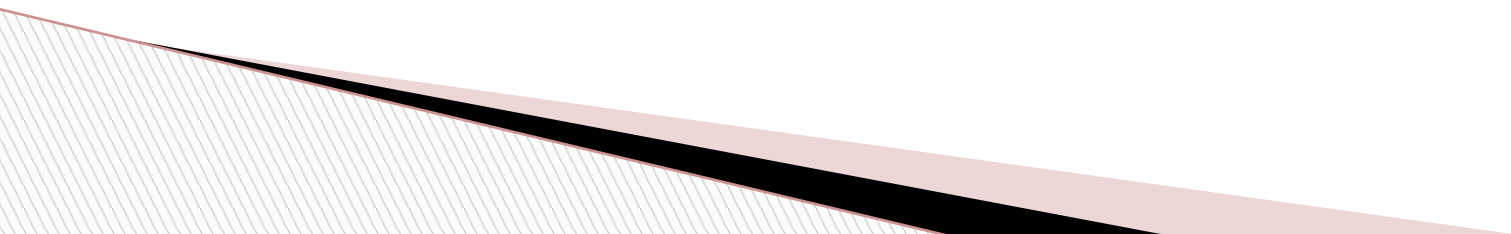
Problems with Confirming Orders

- Pre-negotiated orders that are followed by submitting a requisition obligate the University to pay, and circumvent the Procurement Department and its policies.
- Limits the role, benefit, and added value of the Procurement Department.
- Places the Department or individual at risk.
- Increases the liability of the University.
- Eliminates collaboration and optimal benefits to the Campus.

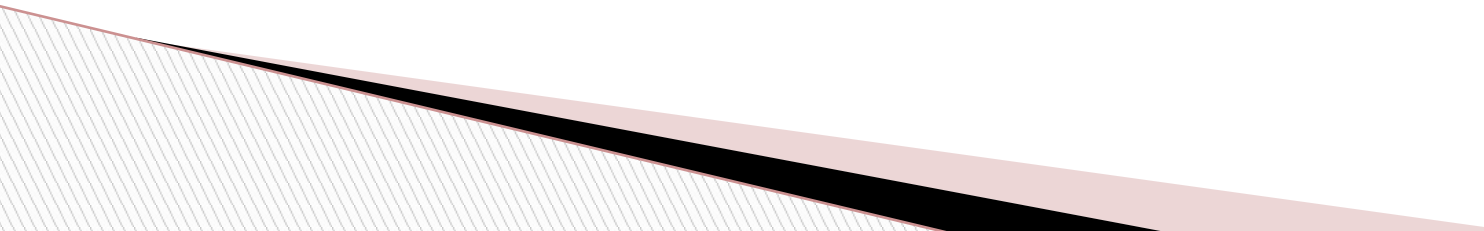
Questions?



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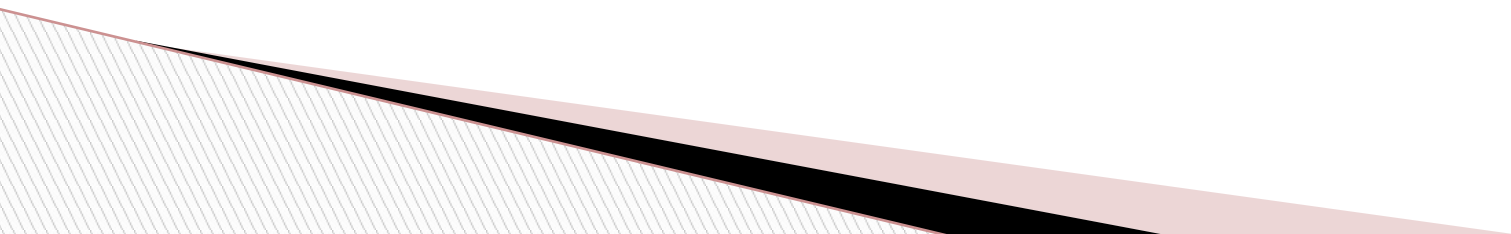
ICT Review

- Before any software agreement can be signed or renewed the software must complete the ICT review process which reviews for Accessibility and Information Security.
 - When the review is complete, an ICT Number will be issued.
 - Requests for review can be submitted to IT via <https://www.csueastbay.edu/ict/index.html>
- 

Questions?



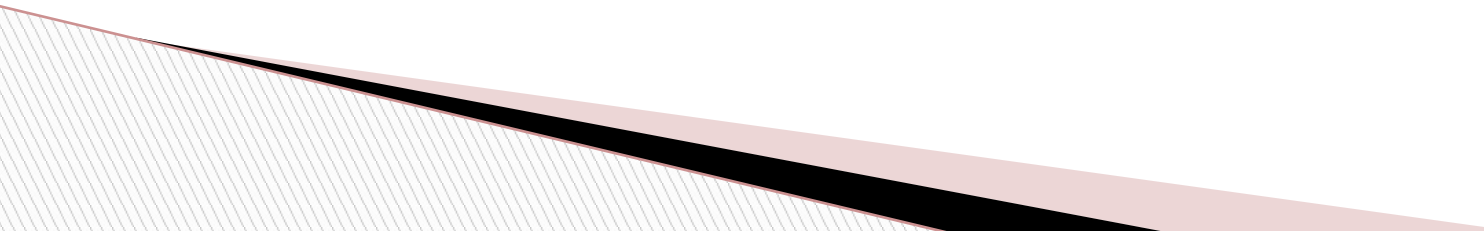
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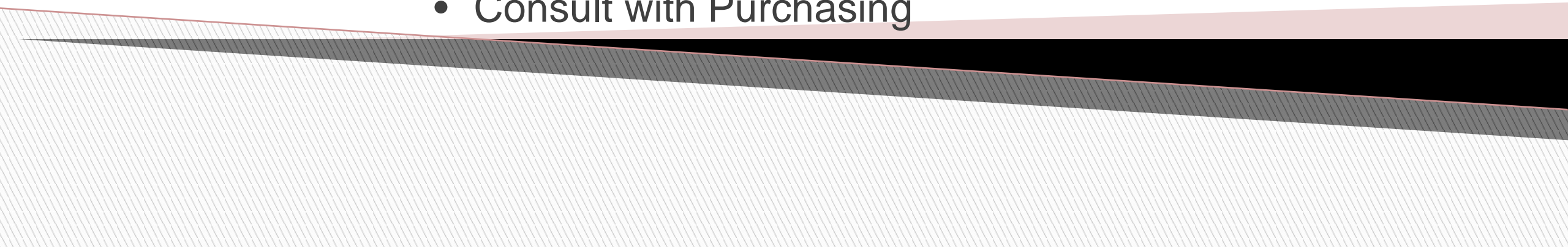
When Should A BPO Be Used?

- For ordering in bulk. This may entitle the requesting department to volume discounts.
- When specified quantities of the same goods or services are required throughout a set duration.
-

When not to use a Blanket Purchase Order

- When price is not known at the time of the Procurement.
 - When price is subject to change without notice.
- 

Tips: Dis-encumbrance of Blanket Purchase Order (BPO)

- Request BPO closure
 - Last release should not be on 6/30/202X
 - Coordinate with A/P
 - Prevent rollover to the next fiscal year
 - Rollover of BPO
 - Not ideal
 - Payment for invoice dated 6/30/xxxx or prior
 - Consult with Purchasing
- 

Questions?



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FINANCE

Hospitality Reminders

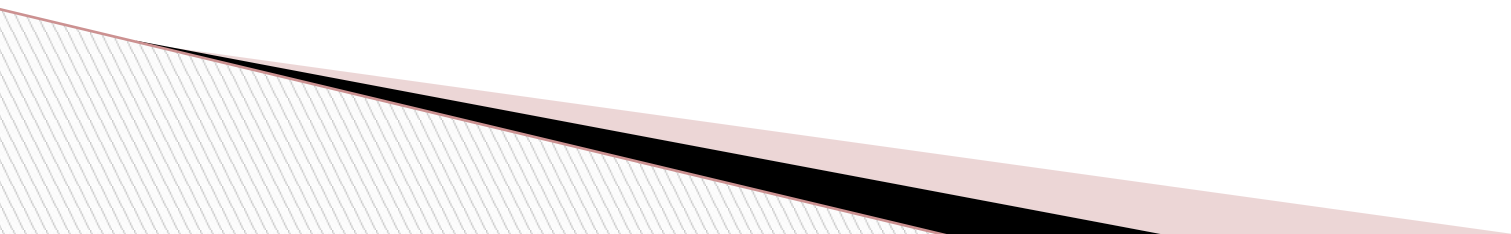
Finance

Policy

https://www.csueastbay.edu/accounting_fiscal/files/docs/ap/hospitality_policy.pdf

• Applies to Cal State East Bay and its auxiliaries





Hospitality

- Necessary, appropriate to the occasion, reasonable in amount and serve a purpose consistent with the mission and fiduciary responsibilities of the CSU
- Directly related to, or associated with, the active conduct of official CSU business
- Evaluate the importance of the event in terms of the costs that will be incurred
- Consider alternatives that would be equally effective in accomplishing the desired objectives



Hospitality Considerations

- No personal benefit may be derived by the official host or other employees
- Ensure expense is appropriate to the funding source



Required Documentation

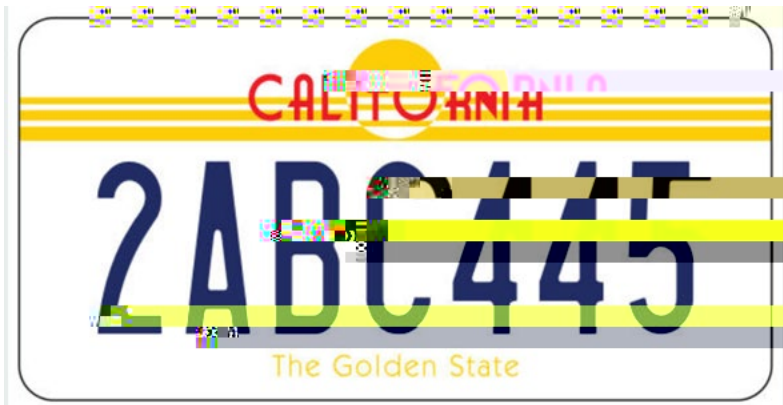
- Number of participants
- Descriptions of the business need
- Descriptions of the use of purchases
- Names and roles of participants

The hospitality form will guide you through these requirements to ensure all information is provided.



Gift of State Funds

- Not allowable
- Cannot purchase equipment/supplies and then “gift” item to employee/student
- Purchased equipment/supplies is the property of CSUEB

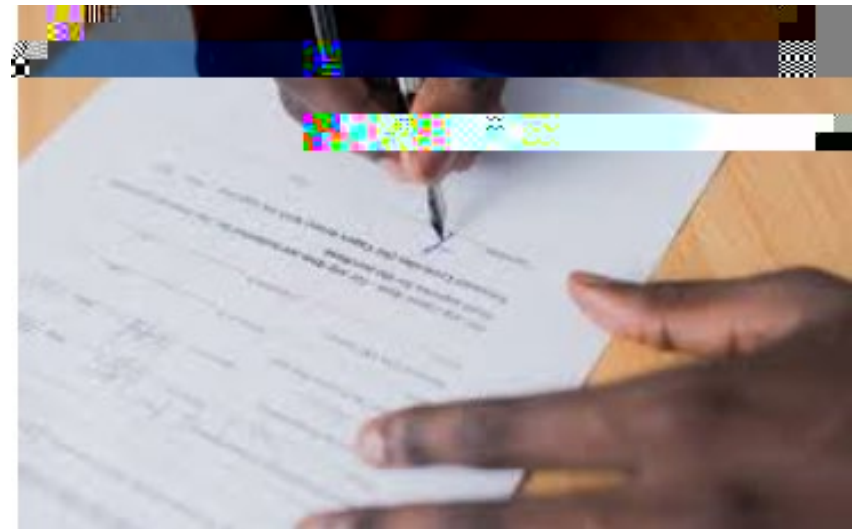


California State Constitution

- The use of public funds is strictly defined in the California State Constitution (Article 16, Section 6)
- Prohibits public agencies, including a school and community college, from making a gift of public funds to any individual (including public employees), corporation, or even another government agency.
- Article 16 states that in the absence of a law authorizing a local educational agency (LEA) or other public agency to make a gift of public funds to an individual, corporation, or other government agency, ... the Legislature shall have no power to authorize any gift of any public money to any individual, corporation, or other government agency.

Fiscal Delegation of Authority

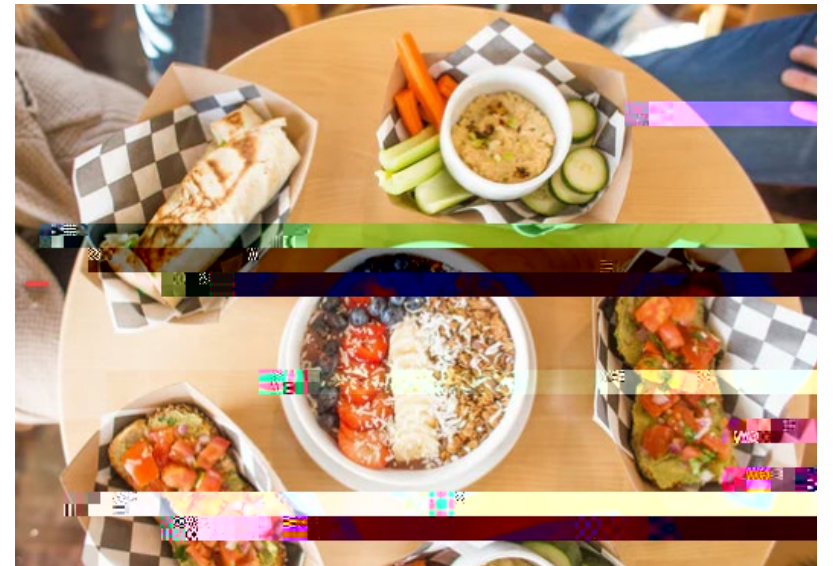
- Must follow Fiscal Delegation of Authority
- Hospitality may not be approved by person placing order (similar to travel)
- Department approver is accountable to the policy and appropriateness of expense
- Both person placing order(s) and department approver must know CSUEB policy



Maximum Rates

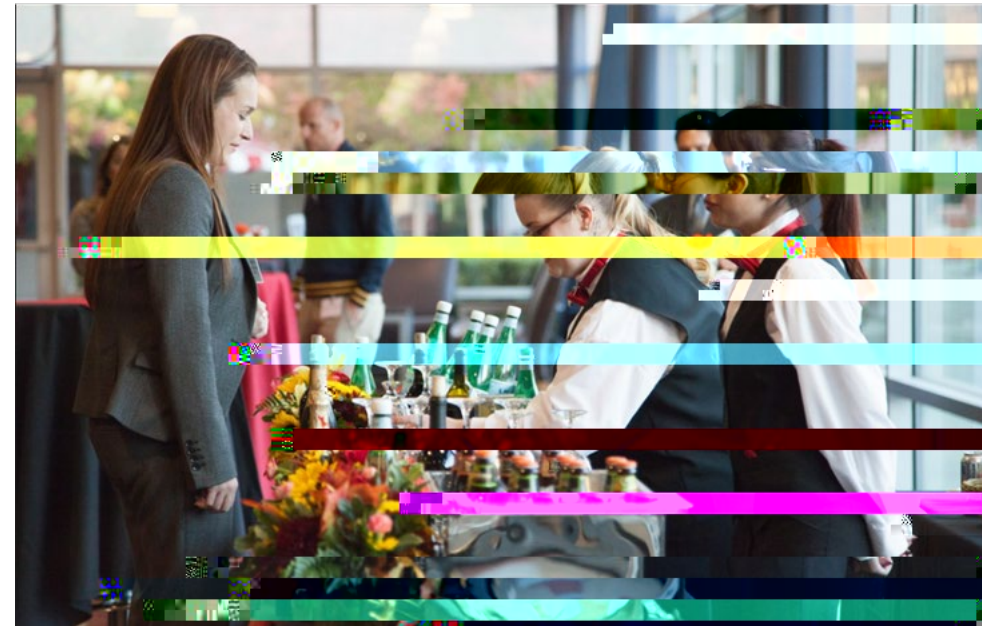
- Breakfast - \$30
- Lunch - \$45
- Dinner - \$75
- Light refreshment - \$20

Inclusive of the total cost of food, beverages labor, sales tax, delivery fees or other services fees



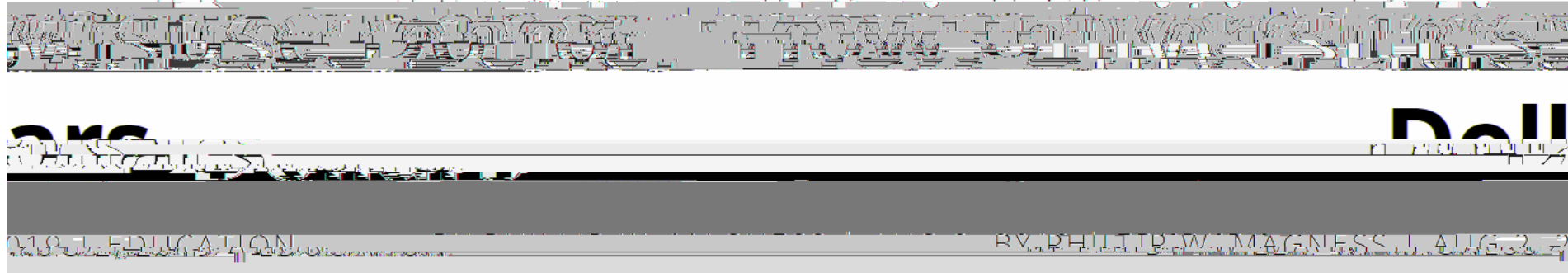
Alcohol to be served?

- Advance approval needed from Risk Management and UPD (See Alcohol Approval Form)
- EB funds may not be used
- For PR funds, must be specifically noted on fund agreement



- Alloweq5T 522Rufpr

More Headlines



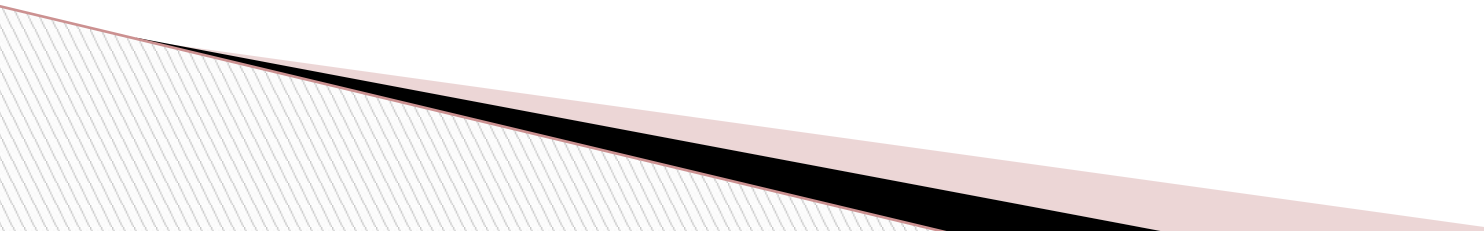
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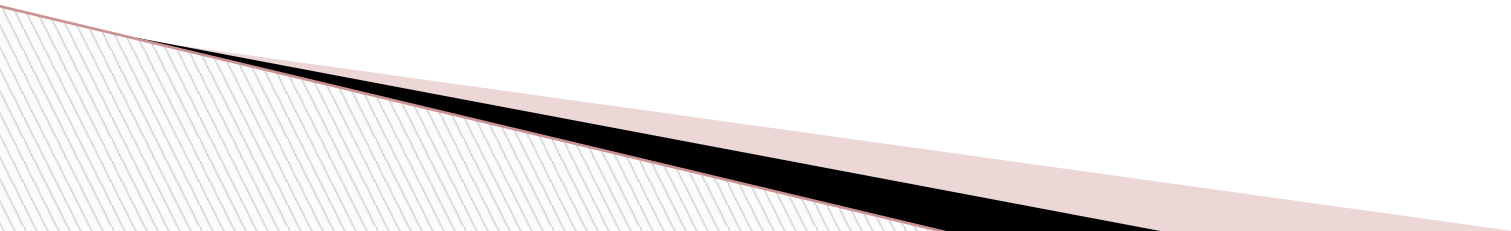


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Asset Management

CSUEB Asset Management Team:

- Lisa Booker
 - Matt O'Keefe
 - Dayrll Lewis
- 



FUNDAMENTALS OF PROPERTY MANAGEMENT

Property Management

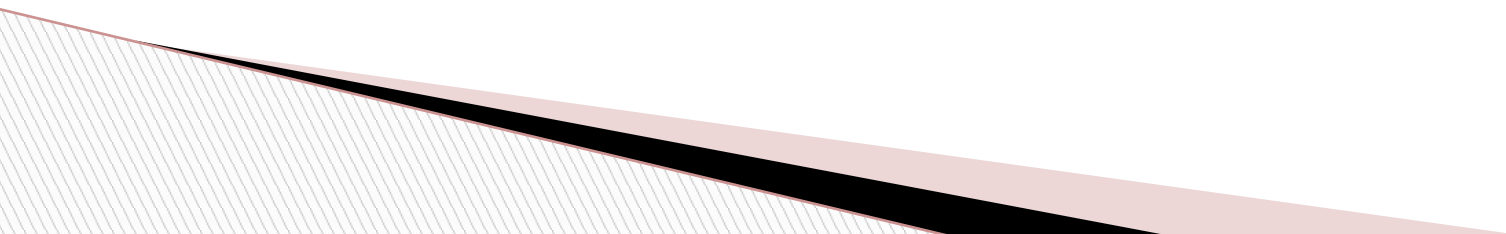
- Ownership -Having legal or rightful title to property
- Accountability -Who is accountable for the property?
To whom are you accountable for the property?
- Responsibility -To be answerable for a trust or obligation



FUNDAMENTALS OF PROPERTY MANAGEMENT

ACQUISITION

Acquisition begins when needs have been defined and moves through a process that



FUNDAMENTALS OF PROPERTY MANAGEMENT

ACQUISITION

Acquisitions made through donations, purchase (credit) cards, or payment without a purchase order bypass most of the above processing

FUNDAMENTALS OF PROPERTY MANAGEMENT

RECEIVING

- All items purchased should be delivered to the Receiving Dept.
- Items being delivered directly to the end user due to size or other conditions; must immediately notify the receiving department of the delivery. Advanced notification is preferred.

Example:

- Vehicle
- Exercise Equipment
- Science Equipment

FUNDAMENTALS OF PROPERTY MANAGEMENT

IDENTIFICATION

- Purchase Order Number
 - Not on package or No Packing List
- PCard Purchases
 - Important to make sure end users name is on package
 -

FUNDAMENTALS OF PROPERTY MANAGEMENT

IDENTIFICATION

Types of property generally requiring serialized tags are:

- Capital equipment > \$5,000
- Non-Capital Property \$2,000- \$4,999
- Sensitive or controlled property (Computers, Virtual Headset, etc.)



FUNDAMENTALS OF PROPERTY MANAGEMENT

PHYSICAL INVENTORY

- The goal of the physical inventory is to ensure that the assets recorded in the property system physically exist
- Physical inventories can be taken on a continuous, periodic, or annual basis
- It's important to notify Property of any change to location of tagged assets
- Governmental Accounting Standards Board (GASB) requirements for state and local governments and public universities



FUNDAMENTALS OF PROPERTY MANAGEMENT

DISPOSITION

- Donations – Local Schools & Churches
- eWaste – ASI Cyber Concepts (Local Business, and Eastbay Alumnus)
- Sales – www.PublicSurplus.com



FUNDAMENTALS OF PROPERTY MANAGEMENT

DISPOSITION

- All computers, servers, tablets and/or any device that stores University Information digitally, create an IT Service Desk Ticket
- Potentially contaminated Equipment requires special Disposition
- Contacts For detailed Instructions:
Matt OKeefe matthew.okeefe@csueastbay
Lisa Booker lisa.booker@csueastbay.edu or
Dayrll Lewis dayrll.lewis@csueastbay.edu



○The Duplicating team has negotiated a new contract with Ray Morgan to provide fleet Multi Function Devices (printers, copiers, and

Questions?



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Thank You

