

**Campus Guidance for Purchasing and Payments**

*The table below presents the 3 forms of payment available and when to use each*

*Non-conformance with this guidance may have transactions sent back for correction*

Direct Pay	Purchase Requisition (PO) Required	Procurement Card (ProCard)
<ul style="list-style-type: none"> <li>• Attorney fees</li> <li>• Candidate Expense (requires interview certification, invoices and receipts)</li> <li>• Commercial Paper Program Costs</li> <li>• Employee Reimbursements</li> <li>• Honoraria</li> <li>• Postage / Express Mail</li> <li>• Refunds</li> <li>• Royalties</li> <li>• Scholarships</li> <li>• Sponsorships</li> <li>• Settlements</li> <li>• Taxes</li> <li>• Utilities (<i>Not wireless phones</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• Blanket supply orders</li> <li>• Construction</li> <li>• Consulting</li> <li>• Contracts – e.g. (Progress Payments)</li> <li>• Equipment (\$5,000 and greater)</li> <li>• Furniture</li> <li>• Goods/Supplies \$500 or more</li> <li>• Grants</li> <li>• Installations</li> <li>• Maintenance Agreements</li> <li>• Lease/Space Rentals</li> <li>• Repairs</li> <li>• Services</li> <li>• Software - with ITPR approvals</li> <li>• Technology Equipment - with ITPR approvals</li> </ul> <p><b><i>Purchase Requisition not recommended for order totals of less than \$500 unless if one of the categories listed above</i></b></p> <p><b><i>Requires approval on Invoice (except for goods received by university warehouse)</i></b></p>	<ul style="list-style-type: none"> <li>• Advertisements</li> <li>• Amazon Business</li> <li>• Books (not for re-sale)</li> <li>• Catering (with approval from Dining Services and Hospitality approval from AVP Financial Services)</li> <li>• Conference Fees/Registration</li> <li>• CSUBUY Marketplace</li> <li>• Memberships (<i>not software</i>)</li> <li>• Office Supplies</li> <li>• Seminars (in-person and Online)</li> <li>• Subscriptions (<i>not software</i>)</li> <li>• Permit/License fees (<i>not software</i>)</li> </ul> <p><b><i>Requires manager approval on monthly reconciliation.</i></b></p>

**Additional Information and forms:**

**Procurement:**

559.278.2111

<http://fresnostate.edu/adminserv/purchasing/>

**Accounting Services**

559.278.2876

<http://www.fresnostate.edu/adminserv/accountingservices/>

See next page for important reminders

## Reminders:

### **Employee reimbursements**

- Itemized receipts are required for all non-travel related employee reimbursements up to \$300.
- Technology equipment or software must be purchased via a Purchase Requisition (see Technology section below). Employees will NOT be reimbursed.
- No reimbursement for purchases made on a personal Amazon account.
- Temporarily, due to the COVID pandemic, reimbursements can be processed for items shipped to a non-campus address.
- All travel must be processed through **Concur**.
- Any exceptions for employee reimbursements to be approved by Director of Procurement or the University Controller.

### **Amazon purchases**

- All campus purchases from Amazon must be made on the campus ProCard from a campus **Amazon Business account**.
- The ProCard cannot be used to make purchases from a personal Amazon account.

### **Purchase Requisitions are required in advance of ordering goods or services in order to:**

- Protect Fresno State and ensure risk is mitigated through indemnification and proper insurance endorsements
- **Ensure Fresno State utilizes CSU and State Master Contracts & receives the best price and value for products and services**
- Meet State mandated goals for Disabled Veteran Business Enterprise (DVBE), small business and recycled products requirements
- Track spend for spend analysis and encumber funds

### **Limits:**

- Purchase Requisitions and Direct pay invoices that are greater than \$100,000 require pre-approval by division Vice President.

### **Promotional items**

- All items with the **Fresno State logo** require pre-approval by the Trademark Licensing Department and an approved [Purchase Requisition Hospitality Form](#).

### **Technology**

- Software and/or IT Hardware purchases require pre-approval via an Information Technology Procurement Review (ITPR).
- Technology software & equipment to be purchased via Purchase Requisition – computers, laptops, tablets, hotspots, and network equipment
- Technology products to be purchased via a ProCard – printers, monitors, cables, keyboards and mice.

### **Vendor 204 Forms**

- All new vendors are required to complete a Vendor Data Record Form 204, which is available at [Procurement's Forms Website](#). The Vendor 204 form will automatically be electronically submitted to Procurement from the vendor.
- Payment for services performed within California by vendors (including corporations) that are non-California residents or are not registered with the California Secretary of State may be subject to California withholding. Contact Accounts Payable for additional information or go to the [Non-Resident State Withholding Requirements website](#).

Vendors that are not residents of the United States may not be eligible to receive payment of any type. Pre-approval is required prior to entering into an agreement. Approved payments may be subject to taxation and/or withholding.