## 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.

<table>
<thead>
<tr>
<th>Direct Pay</th>
<th>Purchase Requisition (PO) Required</th>
<th>Procurement Card (ProCard)</th>
</tr>
</thead>
</table>
| • Attorney fees  
• Candidate Expense (requires interview certification, invoices and receipts)  
• Commercial Paper Program Costs  
• Employee Reimbursements  
• Honoraria  
• Postage / Express Mail  
• Refunds  
• Royalties  
• Scholarships  
• Sponsorships  
• Settlements  
• Taxes  
• Utilities (Not wireless phones) | • Blanket supply orders  
• Construction  
• Consulting  
• Contracts – e.g. (Progress Payments)  
• Equipment ($5,000 and greater)  
• Furniture  
• Goods/Supplies $500 or more  
• Grants  
• Installations  
• Maintenance Agreements  
• Lease/Space Rentals  
• Repairs  
• Services  
• Software - with ITPR approvals  
• Technology Equipment - with ITPR approvals | • Advertisements  
• Amazon Business  
• Books (not for re-sale)  
• Catering (with approval from Dining Services and Hospitality approval from AVP Financial Services)  
• Conference Fees/Registration  
• CSUBUY Marketplace  
• Memberships (not software)  
• Office Supplies  
• Seminars (in-person and Online)  
• Subscriptions (not software)  
• Permit/License fees (not software)  

**Purchase Requisition not recommended for order totals of less than $500 unless if one of the categories listed above**

**Requires approval on Invoice (except for goods received by university warehouse)**

**Requires manager approval on monthly reconciliation.**

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### Additional Information and forms:

**Procurement:**
559.278.2111  
[http://fresnostate.edu/adminserv/purchasing/](http://fresnostate.edu/adminserv/purchasing/)

**Accounting Services**
559.278.2876  
[http://www.fresnostate.edu/adminserv/accountingservices/](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.