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Author: Riza Casal
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Prologue

We are happy to know our Guide has been well received by the campus community. As new information and changes become available we are committed to including it in the Guide as much as possible. Consequently, this third edition updates some information in the Hospitality Section and the Buyer Commodity Assignments Section. We have also added the “Purchase Requisition to Purchase Order Process” flow diagram that hopefully will explain the actions necessary after a requisition is received in the Purchasing Department.

As always, we welcome your suggestions and comments on how to improve this guide. Please direct your comments to Robert Todaro at robert.todaro@csueastbay.edu.

Thank you,

Robert Todaro
Director of Procurement & Support Services
Introduction

The Procurement Office exists to assist faculty and staff to obtain the goods and services necessary to support their campus teaching activities, research, and public service requirements. We have three groups within Procurement Services: Purchasing, Support Services, and Property. The Accounts Payable group is located within the General Accounting Group.

### What We Offer:

- **Processing**
  - Check Requests
  - Grant Stipends
  - Reimbursements
  - Business
  - Travel
  - Travel card
  - University Invoices

- **Making Purchases**
  - Accessible Technology Requirements
  - Office Supplies
  - P-Card
    - Equipment,
    - Computer, etc.

- **Hosting**
  - Entertainment
  - Guest Speaker
  - Hospitality
  - Performing Artist

- **Other Services**
  - Duplicating
  - Mailing
  - Property Management
  - Shipping & Receiving

- **Purchasing**
  - Contracts
  - Public Works
  - Requisitions
  - Purchase Orders
  - Software Applications
  - Vendors

- **Hiring**
  - Special Expertise
  - Temporary Services

### Methods of Purchasing

Along with our different services, we have various methods of purchasing that are authorized here at CSU East Bay. The information provided below consists of the various ways to accompany your department’s needs when it comes to requesting and purchasing products and services.

**Purchase Requisitions**

Requisitions are used to request products and services that do not qualify for any other process.

**Travel Card**

The Travel Card is designed to pay for travel expenses such as:
- Lodging
- Airfare
- Meals
- Transportation

**Office Max**

With Office Max, you are able to do the following:
- Order Supplies and printing services through OfficeMax website, using P-Card

**Direct Pay**

Direct pay is intended to be used as a way to quickly and easily pay for a specific list of products and services, such as:
- Accreditation
- Advertisements
- Caterers/Food Services
- Fees
- Stipends/Hospitality
- Memberships
- Reimbursements to vendors and students ($1,000 limit)
- Stipends
- Subscriptions

**Procurement Card (P-Card)**

The Procurement Card (P-Card) program is designed to:
- Provide a simple way for campus departments to purchase office supplies and make low dollar purchases costing $2,500 or less.
- Be issued to an individual in a department and can be used as the primary tool for campus departments to purchase supplies.
- Encourage cardholders to use the P-Card for low value supply purchases in order to achieve cost savings and improve processing time for such items.
- Be for authorized University purchases only and not for personal use.

**Blanket Purchase Orders & Master Enabling Agreements**

Blanket Purchase Orders (BPO) are used when the buyer knows he/she will be ordering a variety of items from the same vendor, but has not determined specific quantities or delivery dates at the time the order is created. The BPO should include:
- A description or catalogue number of the items the buyer anticipates ordering
- The price or percentage of discount the buyer and vendor agree upon
- Estimated quantities, if possible
- Effective dates of the order
When it comes to reimbursements and University invoices the Accounts Payable (AP) department is available to help you with these needs.

Accounts Payable (AP) is responsible for:

- Paying all vendors who provide goods and services to the University.
- Processing all expense reimbursements to employees and students.
- Processing travel claims, travel advances, and Instructional Related Activities (IRA) requests.
- Providing travel and moving information to the campus community.
- Training and administration of the Procurement Credit Card (P-Card).
- Auditing the above expenses for compliance with the education code and CSUEB Hospitality Policy.

In addition, we support the Accounting Office with 1099 processing and reporting of sales/use tax to the Board of Equalization.

For operational questions, please visit the A&F Finance Customer Connection or feel free to contact any of our departments directly. AP is located in SA 2750.

*The A&F Finance Customer Connection Page is available at http://www20.csueastbay.edu/af/departments/finance/customer/activities/index.html. (This page contains all of the information and forms when it comes to the University’s Processing Services.)

Travel

Individuals traveling on University business must familiarize themselves with and adhere to CSUEB Travel Policy.*

- Travelers must obtain documented authorization to travel prior to embarking on the trip and/or prior to making non-cancellable travel arrangements. This authorization is obtained by completing a Request for Approval of Travel form.

- Travelers should make certain that the business related expenses they incur are ordinary, reasonable, not extravagant, and necessary to the purpose of the trip.

CSUEB American Express Travel Card Program

The American Express Travel Card is offered to all permanent employees. The Travel Card is a personal liability card and is available at no annual fee to the individual. Cardholders will receive several travel benefits with the use of their card, including; $200,000 of Business Travel Insurance and Baggage Insurance. Coverage is subject to the terms, conditions, and exclusions of the Policy and covers baggage when traveling on licensed common carriers.

*To view Travel Guidelines, please see the next page.
Meal Expenses
- Current meal allowance for domestic travel is $55 a day, including a $7 incidental for every 24 hour period. Meal receipts are required for any expense $25 or more.
- Lunch is NOT allowed on travel that is less than 24 hrs.
- Meals that are being claimed for travel that is less than 24 hrs. (excluding lunch) will be reported to payroll as income.
- Restaurant tips must be reasonable and may not exceed more than 20% of the bill. If the restaurant includes a gratuity with the meal for larger parties, the tip in total cannot exceed 20%.

Transportation & Mileage
- Current mileage rate is 56.5 cents a mile, as of 04/01/13. For mileage reimbursement, a 261 form must be completed (form is located on the travel forms page) and must be updated annually.
- Airline travel should be arranged through the university’s approved travel agent Travel Consultants at 800-558-9796 or 415-558-9796. Airfare is paid directly by the university.
- In the event that the travelers prefer to book and pay for their own airfare then the YCAL fares should be used as a price comparison.
- If an airfare ticket exceeds the YCAL Fare rate, the travelers will ONLY be reimbursed up to the YCAL Fare.
- Mileage rate for moving relocation is 24 cents a mile
- If Renting: Enterprise Rent A Car must be used as the CSU’s authorized rental car agency and all insurance coverage should be declined as the insurance is covered under our contract with Enterprise. If you purchase additional insurance, you will not be reimbursed. When picking up your vehicle, you must provide proof that you are a state employee by providing 2 forms of ID, your Bay Card, or a business card.

Note: A defensive driving certificate must also be completed if you are a frequent traveler (more than 4x a year). You may contact Ayesha Moss at ayesha.moss@csueastbay.edu, ext. 5-4024.

Lodging Expenses
- Maximum lodging rate is $175.00/night excluding taxes. Higher rates must have written pre-approval from the division Vice President, an email would be okay.
- All receipts need to be securely taped to one side of an 8.5 x 11 sheet of paper.
- All business travel must be preapproved and an “authorization to travel” form must be completed and submitted on the travel expense claim (TEC) for reimbursement. This can be found on the Travel forms page.
- For all conferences, an agenda must also be attached to the TEC for reimbursement.

International Travel
- International Travel must be approved ahead of time by the President or his designee.
- International traveler must choose to either receive the federal per diem rate for the specific location or submit receipts for reimbursement.
- Travel insurance may be purchased through the Risk Management Department. Please contact Carmen Rusca ext. 5-3833.
- Taxability of International Travel with personal use
  When traveling both of business and pleasure, the IRS deems it as a taxable event if BOTH of the following conditions are met:  
  1) The total period for the trip is longer than one week, and  
  2) At least 25% of the trip is personal

Lodging with a friend or relative
While on official state business and staying with family or friends, a one time $75 gift may be provided to the host and a receipt must be provided. It should be a non-cash gift, such as flowers, groceries, or a restaurant meal. Wine or gift cards would not be allowed.

*For more information about traveling and the travel card, please visit the Travel Guidelines at http://www20.csueastbay.edu/af/departments/finance/customer/activities/category.html.
Hospitality & Entertainment

It is the policy of the California State University (CSU) that reimbursement for hospitality expenses are appropriate, reasonable and serve a clear purpose consistent with the mission and fiduciary responsibilities of the CSU. This policy governs the manner and extent to which the CSU and its auxiliaries may provide hospitality to its employees, students, donors, guests, and volunteers.

Who is subject to this Policy?
CSU East Bay – State Operations
CSU East Bay – Foundation
CSU East Bay – Ed Foundation
CSU East Bay – ASI

What is a hospitality expense?
- Meals
- Light refreshments
- Gifts
- Recognition Events
- Promotional Items
- Activities to promote employee moral
- Fundraising Events
- Conferences
- Hosting Guests
- Entertainment Services
- Recruitment

When determining whether a hospitality expense is appropriate the approving authority must evaluate...
- The Importance of the event in terms of the costs that will be incurred
- The benefits derived from such an expense
- The availability of funds
- Any alternatives that would be equally effective in accomplishing the desired objectives

*If you have fiscal authority for the funding source charged or have delegation of authority provided via written authorization, hospitality expenses can be approved.

If you wish to seek hospitality services for your department, all hospitality expenses must be approved prior to your event and the hospitality form should be completed and submitted to Accounts Payable in SA2750 along with your request for payment.

To learn more about the Hospitality Policy and access the Hospitality form, please visit http://www20.csueastbay.edu/af/departments/finance/procurement/accounts-payable/hospitality.html.

For a quick Hospitality reference sheet, please see the next page.
A “Quick” reference for the Hospitality policy that governs the manner and extent to which the CSU and its auxiliaries may provide hospitality which meets a CSU bona fide business purpose.

<table>
<thead>
<tr>
<th>Allowable expenditures and/or occasions</th>
<th>Hospitality Activity that is reasonable in amount and serves a purpose consistent with the mission and fiduciary responsibility of the CSU</th>
<th>General Hospitality Expenses which includes meals and light refreshments</th>
<th>Alcohol Memberships in Social Org or Entertainment Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Meetings employees only (1)</td>
<td>Hospitality permitted when CSU hosts a business meeting of employees of the same work location only</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Business Meetings with official guests (1)</td>
<td>Hospitality permitted when CSU hosts a business meeting with official guests</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Employee Morale/Recognition (1)</td>
<td>Hospitality permitted when CSU hosts receptions for the benefit of employee morale and employee recognition.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Community Relations/ Fundraising</td>
<td>Hospitality permitted when CSU participates in community outreach to enhance partnerships, promote goodwill, recognize distinguished service or cultivate donors. Also when CSU hosts community relations or fundraising events to promote promote goodwill, recognize distinguished service or cultivate donors.</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Gifts</td>
<td>Gifts with expectation of benefit or other bona fide business purpose</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Guests</td>
<td>Hospitality permitted when CSU hosts official guests, including employees visiting from another work location, students, donors, visitors and volunteers</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Personal Benefit</td>
<td>Expenses of a personal nature and not related to the active conduct of official CSU business such as Weddings, Anniversaries, Baby Showers, Get Well</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Professional Organization Meeting (1)</td>
<td>Hospitality permitted when CSU hosts a meeting of a learned society or professional organization</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Promotional Items for non employees</td>
<td>Items that display the name, logo or other icon identifying the university such as a keychain, coffee mug, calendar or clothing</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Promotional items for employees only</td>
<td>Items that display the name, logo or other icon identifying the university such as a keychain, coffee mug, calendar or clothing</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Receptions</td>
<td>Hospitality permitted when CSU holds receptions held in connection with conferences, meetings of learned society or professional organization, meetings of student organizations, student events such as commencement and meetings of other CSU related groups</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Service Recognition</td>
<td>Retirements, farewell gatherings (Min 5 years), service year milestone</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Spouses and Domestic Partners</td>
<td>Spouses and domestic partners who attend a hospitality event and serve a CSU business purpose</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Student Activities</td>
<td>Student Recruitment</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Student Activities</td>
<td>Student Recognition events &amp; commencement</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Other</td>
<td>Memorial Services</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

(1) Meals or light refreshments (limited to no more than twelve times per year, per group) provided in the course of a business meeting may not exceed the maximum per person rate for breakfast ($30), lunch ($60) and dinner ($90). These rates are inclusive of beverages, labor, sales tax, delivery fees, and other service fees for employee meetings and recognition events.

*For the complete CSU Hospitality Policy please see: [http://www.calstate.edu/icsuam/sections/1000/1301.00.shtml](http://www.calstate.edu/icsuam/sections/1000/1301.00.shtml).*
Making a Purchase through OfficeMax

OfficeMax provides office products, paper, toner, office furniture and related items for our university. They offer discount pricing, free next-day shipping, and eco-friendly products through our contract with them. If you are in need of any office-related products/items, please contact your department’s administrative assistant. Each department has an administrative assistant that has authorization to access OfficeMax for ordering your department’s office needs online.

Note: Office furniture cannot be purchased with a P-card. A requisition is required instead.

*If you are required to purchase directly from OfficeMax, your department’s administrative assistant will send out a login request to OfficeMax so you can proceed with using your P-Card for purchasing.

*If you a department’s new administrative assistant, please contact Vareece Jordan in SA2750 so she can send out a login request to OfficeMax for you.

Making Purchases with a Purchasing Card

Purchases that are $2500 or less

Making purchases for your department that’s $2500 or less is simple. Depending on the type of product, a Procurement Card (P-card) is available to obtain for many of your purchasing needs.

With the P-Card, you may be able to purchase products/items such as:
- Conference/seminar registrations
- Miscellaneous, laboratory supplies
- Office Supplies (For more details about ordering office supplies, please see “Making a Purchase through OfficeMax” above.)
- Online business cards and stationery, only through the University-specified vendor
- Only Computer-Related supplies/accessories (If you wish to purchase a computer, you are required to submit a requisition so that a buyer within the Purchasing department can purchase it for you.)
- Operational supplies
- Professional membership fees
- Software from the CSU contracted software vendor
- Subscriptions

*For Restricted and Prohibited Transactions, Unauthorized Use, and more detailed information, please visit the Procurement Credit Card Handbook on CSUEB’s Customer Connection webpage at http://www20.csueastbay.edu/af/departments/finance/customer/activities/alphabetically.html.

P-Card Process

Step 1) Select an Approving Official
As an applicant, it is important to have an Authorizing Official selected to be held responsible for approving purchase requisitions. The Authorizing Official should have signature authority for budgeted accounts and cannot be someone who reports to the Cardholder. If the Authorizing Official does not already have signature authority for the chart field string assigned to that particular card, a Signature Authorization Form has to be completed.

Step 2) Submit a P-Card Application Form
P-Card Application forms can be downloaded from http://www20.csueastbay.edu/af/departments/finance/customer/activities/department.html. After filling out the form, please have your Authorizing Official sign it and submit the application to the P-Card Administrator, Katherine Landa, in SA2750.

Step 3) Review and Sign the P-Card Program Agreement
After you review and sign the P-Card Program Agreement, you can pick up your new P-Card and sign a receipt for it.

Step 4) Activate P-Card
Once you have your new P-Card, it must be activated at the time of training. Activating your card could be done online through the US Bank Access Online website. As a new cardholder, you must self register during your first visit on the US Bank Access Online website.
The Purchasing department is available to assist you when it comes to issuing a contract for special expertise of an individual to assist your department. This type of service can be performed by either professional or nonprofessional personnel whether on an individual or organizational basis. Some of the areas in which service contracts are found include the following:

1. Maintenance, overhaul, repair, servicing, or modification of supplies, systems, or equipment.
2. Routine recurring maintenance of equipment.
3. Advisory and assistance services
4. Communications services
5. Architect-Engineering services
6. Transportation and related services.

The requirements for Purchasing to contract for the above services are as follows:

- Creating a **Statement of Work** which contains a description of the hired contractor’s duties.
- In addition to a description within the Statement of Work, the materials below should be included:
  - **Period of Performance**
  - **Justification for Sole Source/Sole Brand**
  - Any reporting requirements
- Submitting a requisition from your department with required documents attached.

Once these requirements are fulfilled, an agreement will be created through a “Services Contract”.

*To view and fill out the required forms for the hiring process, please visit [http://www20.csueastbay.edu/af/departments/finance/procurement/purchasing-department/forms/index.html](http://www20.csueastbay.edu/af/departments/finance/procurement/purchasing-department/forms/index.html).

Note: If you wish to hire a special consultant or temporary employee, please contact the University’s Human Resources department.
**Accessible Technology and Purchases**

**Purchases that Exceed $2500**

If a purchase for your department exceeds $2500, you are required to submit a requisition to the Purchasing department.

Once a requisition is received, a buyer from the Purchasing department will proceed with your purchase.

Sometimes exceptions to this amount are granted on a case-by-case basis. This exception must be approved in advance by the Director of Procurement Services, Robert Todaro. However, the normal process for those actions exceeding $2,500 would be through the requisition to purchase order process.

The **Accessible Technology Initiative (ATI)** is a requirement that reflects the California State University’s (CSU) ongoing commitment to provide access to information resources and technologies to individuals with disabilities. This commitment is articulated in Executive Order 926 (EO 926), the CSU Board of Trustees Policy on Disability Support and Accommodations:

"It is the policy of the CSU to make information technology resources and services accessible to all CSU students, faculty, staff and the general public regardless of disability."

A critical component of this effort involves ensuring that all electronic and information technology (E&IT) products meet recognized accessibility and usability standards, including Section 508 of the Rehabilitation Act, at the time of procurement or adoption. CSU East Bay complies with this requirement to procure accessible electronic and information technology products which include:

- Software applications and operating systems
- Web-based internet and intranet information and applications
- Telecommunication products (phone systems, voice mail systems)
- Video and multimedia products (videos, TV tuners and displays)
- Self-contained, closed products (printers, fax machines, kiosks, ATMs)
- Desktop and portable computer

Buyer Commodity Assignments

Chris Lam-Vazquez,
Contracts Administrator
Office: 510-885-7606
Email: chris.lam-vazquez@csueastbay.edu

Deborah Haynes, Buyer II
Office: 510-885-3842
Email: deborah.haynes@csueastbay.edu

Custodial Supplies - Facilities Management
Modular Furniture (Steelcase)
*Campus Furniture
Printing Services
Parking Equipment
**Public Safety Equipment/Supplies
Vehicles and Repair Services
Equipment Repair
Marketing Services and Commodities
Transportation
Audio Visual Supplies
Photographic Supplies
Campus Paper Supplies

Diego Campos, Buyer II
Office: 510-885-3959
Email: diego.campos@csueastbay.edu

Public Works Contracts
(Major and Minor Projects)

Jonathan Hale, Buyer II
Office: 510-885-3839
Email: jonathan.hale@csueastbay.edu

Performing Art Services
Telephone Equipment/Services
Musical Instruments and Supplies
**Scientific Equipment and Supplies
Athletic Equipment, Uniforms,
Memberships and Supplies
**Medical Equipment, Services and Supplies
Student Placement Agreements (MOU) & Internships

Deborah Haynes, Buyer II
Email: deborah.haynes@csueastbay.edu

Public Works Contracts
(Major and Minor Projects)

Diego Campos, Buyer II
Office: 510-885-3959
Email: diego.campos@csueastbay.edu

Custodial Supplies - Facilities Management
Modular Furniture (Steelcase)
*Campus Furniture
Printing Services
Parking Equipment
**Public Safety Equipment/Supplies
Vehicles and Repair Services
Equipment Repair
Marketing Services and Commodities
Transportation
Audio Visual Supplies
Photographic Supplies
Campus Paper Supplies

*Items such as chairs, desks, etc., that will need an ergonomic evaluation should be coordinated in advance with Risk Management & Internal Control (Jill Millican).

**The following items must be approved in advance by the Director of Environmental Health & Safety, Donna Placzek, prior to submitting the requisition to Purchasing:

- Radiological equipment (x-ray, laser)
- Biological substances (infectious substances)
- Chemicals (liquids & gases)
- Physical hazards (equipment)

Please see pages 22-24 for the Purchase Requisition to Purchase Order Process.
Hosting Services

The process for hiring individuals such as Performing Artists and Guest Speakers involves a **Short Term Limited Scope Agreement (STLS)** and Express Invoice.

The STLS is used only for services up to $5000 provided by an individual/sole proprietor. It is only used for the following services:
- Accompanists
- Art Model
- Guest Artist
- Honorarium
- Referee
- Sign Language Interpreter
- Guest Lecturer
- Note taker

**STLS Business Process Guide**

- The Form, copy of auto insurance card (if the individual is driving on the campus), and Vendor Data Record should be sent to Procurement Services. **Please Note: If the STLS form is not accompanied by the contractor’s valid proof of auto insurance, the STLS form will be returned “Not Approved”**.
- The Purchasing Manager will review the STLS form for appropriateness and risk.
- If approved, the form will be forwarded to Accounts Payable for processing.
- If not approved, the form will be returned to the department for further clarification and/or information.
- When a department requests payment on the same day as the event and they have submitted the form at least 10 days prior, they will be contacted by AP to pick up the check in SA2750 that day.

*To view and fill out a Short Term Limited Scope Agreement, please visit [http://www20.csueastbay.edu/af/departments/finance/procurement/accounts-payable/forms/index.html](http://www20.csueastbay.edu/af/departments/finance/procurement/accounts-payable/forms/index.html).*
Check Requests

In addition to the many services that the CSUEB Procurement Support Services has to offer, they also can assist with Check Requests and Stipends that are associated with Grants.

**Check Request Process**
- Fill out Check Request form
- Attach back-up documents (such as an invoice from a vendor)
- Get appropriate approver to sign check request
- Submit documentation to AP for processing

*Grant Stipends* are under the Check Request Process


Please see the next page for the Check Request Guidelines.
Check Request Guidelines

AUTHORIZED INCIDENTAL ITEMS AND NOTES

Complete all appropriate fields on the form. Do not use the form except for the processing of authorized items as identified below. The individual approving the payment must have signature authority on the account identified and may not be the same person requesting the payment. *This form is not to be used for employee reimbursements.

<table>
<thead>
<tr>
<th>Transaction Type</th>
<th>Dollar Limit</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Accreditation</td>
<td>None</td>
<td>Accreditation expenses and travel directly associated with the bringing of an accreditation team to the University. This does not apply to printing and other such expenses associated with visit.</td>
</tr>
<tr>
<td>2 Advertisements</td>
<td>None</td>
<td>Newspaper and/or journal advertisements must include copies of tear sheets (actual copies of each publication of the printed ad) along with the invoice.</td>
</tr>
<tr>
<td>3 Caterers/Food Service/Hospitality</td>
<td>$1,000</td>
<td>Aramark is the University’s designated provider and should be used for all campus events that are in need of catering. (With the exception of Concord Campus). In that regard, Aramark has the right to first refusal. If you would like to have an on campus event catered, please use the online system for ordering through Aramark which is directly billed to the University.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*In the event that Aramark is unable to provide service, outside catering or other food services may be used. Such cases must be documented and a hospitality form should be attached in order to request for your reimbursement.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* If paying out of pocket for a provider other than Aramark, there is a $100 cap per on campus event and a Travel claim form must be filled out for reimbursements.</td>
</tr>
<tr>
<td>4 Equipment Repair</td>
<td>See Repairs</td>
<td></td>
</tr>
<tr>
<td>5 Film, Video &amp; Audio Rentals</td>
<td>$1,000</td>
<td></td>
</tr>
<tr>
<td>6 Memberships</td>
<td>None</td>
<td>If both University and individual membership is offered, membership must be for the University.</td>
</tr>
<tr>
<td>7 Police Booking Fees</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>8 Recruitment Expense</td>
<td>None</td>
<td>Hotel recruitment expenses are limited to the cost of the hotel room, plus tax. No allowance is made for incidentals or telephone calls. Departments are urged to have applicants make the actual expenditure and file a travel expense claim.</td>
</tr>
<tr>
<td>9 Registration Fees</td>
<td>Exception</td>
<td>Registration fees are normally paid via the Procurement Card or a check request. For other unforeseen circumstances, please contact Accounts Payable. The appropriate administrator is responsible to ensure fees are not duplicated.</td>
</tr>
<tr>
<td>10 Repairs to Office Machines</td>
<td>$1,000</td>
<td>-On-campus repairs must go through Purchasing on a purchase order.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>-Off-campus repairs have exceptions that are part of a program established by Purchasing and cannot exceed a $1,000 limit.</td>
</tr>
<tr>
<td>11 Grant Stipends</td>
<td>None</td>
<td>Grant Stipends are amounts paid to individuals for particular services related to the specific nature of the grant. Examples might be individuals (students or non-students) participating in a research study. Because this can be a complex issue, approval must be obtained in advance from ORSP – Office of Research and Sponsored Programs prior to use of this process for payments.</td>
</tr>
<tr>
<td>12 Student payments</td>
<td>$1,000</td>
<td>Miscellaneous student payments such as, student refunds for keys, library, etc. For scholarships or any student initiated refunds, please continue to use Student Refund and Scholarship forms.</td>
</tr>
<tr>
<td>13 Subscriptions</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>14 Testing Scoring Services</td>
<td>None</td>
<td></td>
</tr>
<tr>
<td>15 U.S. Postal Service</td>
<td>None</td>
<td>For Campus Mailroom meter replenishment only.</td>
</tr>
</tbody>
</table>

**Note:** Several service categories were removed from the Check Request process due to CSU insurance coverage requirements.

Revised: 12-09-13

*For Reimbursements to Employees, a travel claim form is needed instead of a Check Request.*
Duplicating Services provides the following:

- Printing
- High-speed copying
- Graphics
- Composition
- Binding and related printing in support of the campus community

We also provide the Quick Copy Service and the University Copying Service which includes the coin and card operated equipment throughout the campus.

### Duplicating Services Procedures

#### Material Preparation
Preparation of original copy should be made on plain white bond paper as quality impressions and long runs require excellent contrast of originals. Margins must be at least 3/8” on all four sides and should be as free from smudges as possible.

In submitting materials, departments must provide a Request for Duplicating Services Recharge Form, signed by an authorized person designated by the department. Duplicating Services personnel are available to assist in preparing these forms. Duplicating and printing needs should be anticipated as far in advance as possible. Services are provided on a first-come, first-served basis.

#### Copyright
Making copies of some materials is prohibited by Federal and/or copyright laws which must be observed. Money, bonds, and immigration documents will not be duplicated. Compliance with copyright laws is the responsibility of the department submitting the materials.

#### Quick Copy Service
Duplicating Services operates a quick-copy service to the campus community which includes standardized rates. *(Refer to Price Sheet)*. Work is picked up from designated locations in all major buildings and is returned via courier services to the ordering department office within 24 hours. Walk-up service is available in Library (LI) Room 1106 for small and medium length jobs. Pick-up locations are as follows:
- Robinson Hall - Room 220
- Arts and Education (AE) - 1st floor copy room
- College of Science (North 131)
- Student Services & Administration (SA) 2750
- Meiklejohn (MI) 3rd floor mail room
- Valley Business and Technology (VBT) - 1st floor main office
- Music Building (MB) – Room 1551
- Library (LI) Room 1106

Deliveries also take place twice daily. The morning deliveries begin at 8:30am and afternoon deliveries at 1:00pm.

*Please see the next page to refer to the Price Sheet.*

### Duplicating Services Policy

#### Off Campus Printing
The use of commercial, off-campus vendors for printing and copying requires approval in advance from the Duplicating Services Department and the processing of an Authorization For Off Campus Duplicating/Printing Form.*

#### Personal Printing
All printing generated by Duplicating Services is for legitimate faculty or business use only. Personal printing of any kind, whether for students or employees of the University, are not allowed.

*To fill out and view the Authorization For off Campus Duplicating/Printing Form, please visit http://www20.csueastbay.edu/af/departments/finance/procurement/duplicating-services/files/docs/Reproduction%20Form%20Authorization_for_off_campus_duplicating.pdf.
### Pricing Sheet for Duplicating Services

<table>
<thead>
<tr>
<th>Paper and Services</th>
<th>Prices</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Selling paper</strong></td>
<td></td>
</tr>
<tr>
<td>Box of 8 ½ x 11 (20lb)</td>
<td>$40.00</td>
</tr>
<tr>
<td>Ream of 8 ½ x 11</td>
<td>$6.50</td>
</tr>
<tr>
<td>Ream of 8 ½ x 14 (legal)</td>
<td>$7.50</td>
</tr>
<tr>
<td>Ream of 11 x 17</td>
<td>$11.00</td>
</tr>
<tr>
<td>Ream of Cardstock (67lb)</td>
<td>$9.00</td>
</tr>
<tr>
<td>Ream of Astrobrites &amp; Parche</td>
<td>$12.00</td>
</tr>
<tr>
<td>Ream of Laser (28lb) / Cardstock</td>
<td>$15.00/ $12.00</td>
</tr>
<tr>
<td><strong>Making copies on paper</strong></td>
<td></td>
</tr>
<tr>
<td>8 ½ x 11 (20lb)</td>
<td>$0.05 per page</td>
</tr>
<tr>
<td>11 x 17 (20lb)</td>
<td>$0.10 per page</td>
</tr>
<tr>
<td>11 x 17 (Laser)- $0.06 per page - BW: $0.08 / Color: $0.80 per page</td>
<td></td>
</tr>
<tr>
<td>Laser (80lb)-Add an additional $0.04 to price - BW: $0.05/ Color: $0.40 per page</td>
<td></td>
</tr>
<tr>
<td>Astrobrite)</td>
<td></td>
</tr>
<tr>
<td>Laser (28lb) &gt; Add an additional $0.03 to price ---- $0.05 per page</td>
<td></td>
</tr>
<tr>
<td><strong>Cardstock</strong></td>
<td></td>
</tr>
<tr>
<td>Color Copies (on Laser paper)</td>
<td>$0.40 per page</td>
</tr>
<tr>
<td><strong>Service Labor</strong></td>
<td></td>
</tr>
<tr>
<td>Hole Punch</td>
<td>$0.01 per page</td>
</tr>
<tr>
<td><strong>Folding</strong></td>
<td></td>
</tr>
<tr>
<td>1 – 100 pages</td>
<td>$2.50</td>
</tr>
<tr>
<td>101 – 250 pages</td>
<td>$5.00</td>
</tr>
<tr>
<td>251 – 500 pages</td>
<td>$10.00</td>
</tr>
<tr>
<td>501 – 750 pages</td>
<td>$15.00</td>
</tr>
<tr>
<td>751 – 1000 pages</td>
<td>$20.00</td>
</tr>
<tr>
<td>~ $5.00 per 500 sheets after that)</td>
<td></td>
</tr>
<tr>
<td><strong>Binding Labor Costs</strong></td>
<td></td>
</tr>
<tr>
<td>(Charge by book thickness)</td>
<td></td>
</tr>
<tr>
<td>¾ - 1”</td>
<td>$1.50</td>
</tr>
<tr>
<td>1 ¼ - 2”</td>
<td>$2.50</td>
</tr>
<tr>
<td>~ Add $0.50 extra for plastic cover and another $0.50 for black backing</td>
<td></td>
</tr>
<tr>
<td><strong>Lamination Costs</strong></td>
<td></td>
</tr>
<tr>
<td>Envelope Stuffing</td>
<td>$25.00 / hour</td>
</tr>
<tr>
<td>8 ½ x 11</td>
<td>$2.50</td>
</tr>
<tr>
<td>8 ½ x 14</td>
<td>$2.75</td>
</tr>
<tr>
<td>11 x 17</td>
<td>$3.25</td>
</tr>
<tr>
<td><strong>Special Services</strong></td>
<td></td>
</tr>
<tr>
<td>2 part NCR</td>
<td>$50.00 each ream</td>
</tr>
<tr>
<td>3 part NCR</td>
<td>$45.00 each ream</td>
</tr>
<tr>
<td>(3 - 5 days turn around)</td>
<td></td>
</tr>
<tr>
<td>Request Forms</td>
<td>$15.00 / pkg (50 sets NCR)</td>
</tr>
<tr>
<td>Student Questionnaire Forms</td>
<td>$66.00</td>
</tr>
<tr>
<td><strong>Cutting</strong></td>
<td></td>
</tr>
<tr>
<td>Minimum of $ 2.50 / cut</td>
<td></td>
</tr>
<tr>
<td>$ 5.00/ 2 cut</td>
<td></td>
</tr>
<tr>
<td>$ 10.00/ 4 cut</td>
<td></td>
</tr>
<tr>
<td>~ 500 plus sheets is an extra $2.50</td>
<td></td>
</tr>
<tr>
<td><strong>Padding Labor</strong></td>
<td></td>
</tr>
<tr>
<td>1 – 250 sheets</td>
<td>$5.00</td>
</tr>
<tr>
<td>251 – 500 sheets</td>
<td>$10.00</td>
</tr>
<tr>
<td>~ 500 plus sheets is an extra $5.00</td>
<td></td>
</tr>
<tr>
<td>Composition / Typesetting Charges</td>
<td>$25.00 / hour</td>
</tr>
</tbody>
</table>

*PRICE SUBJECT TO CHANGE*
Mail services provides superior customer support to the University campus through the prompt delivery and pickup of mail and overnight letters. Services include the pick-up and delivery of U.S. mail and inter-office mail once daily. Times of pick-ups may vary depending upon the location along the route and the amount of mail to be processed before deliveries are made. Ordinarily, mail delivery and pick-up routes begin at 10:00 A.M. We are located in the Shipping and Receiving Department, Corporation Yard. Should you have any questions regarding service, please contact us at extension 5-3703.

Mail Services Policy

Business Reply Mail
The University maintains a business reply mail account at the Hayward Post Office. Business reply mail facilitates correspondence back to the University without the sender having to pay postage. The Post Office has very strict guidelines regarding the design of business reply mail materials. Prior to printing business reply mail envelopes or postcards, the particular department must verify that bar-code, permit number and all other requirements are met. Envelope markings are exclusive to CSUEB and they should not be altered or printed without prior approval. Incorrect design of this type of mail will result in higher fees, significant delays in mail returns and the possibility of mail being routed to the post office's dead letter file.

*Contact Mail Services, extension 5-3703, for specifications on printing of business reply mail.

Distribution Schedule
Current mail service on the campus includes the pick-up and delivery of both U.S. mail and inter-office mail once daily. Time of pick-up will vary depending on the location of your area along the route and the amount of mail which has to be processed before deliveries start. Ordinarily, mail delivery and pick-up routes begin at 10:00am. On Mondays, after three-day week-ends or holidays, the volume is substantially higher and the mail run may be delayed to accommodate the increased load.

Express Mail
Express Mail or other overnight service will be delivered to the department on the mail run or ASAP following its receipt. Please contact Receiving at 5-3703 if you are expecting an urgent package, please include the tracking number, if available.

*Only US Postal Express Mail can be delivered to post office boxes. Contact Mail Services for other options if you do not have a street address.

Overnight Mail Delivery
The University uses U.P.S. (United Parcel Service for overnight deliveries. Departments may obtain materials necessary to send overnight mail by contacting Mail Services. Bills of lading must be completely filled out including: return address and department name, account number to be charged, authorized signature, and delivery address in full, including zip code.

*Overnight mail must be in the mail room by 3:00 p.m., to ensure processing for the same day.

2-Day Priority Mail
2-Day Priority Mail is a cost effective alternative to overnight mail service. It is available through the US Post office and most other carriers. It is 95% effective to major metropolitan areas and it is especially useful when you cannot wait the delivery time required for first-class mail, but the item (s) does not absolutely require overnight delivery.

*There is no tracking capability when using this method via U.S.P.S.

Inter-Office Mail
Inter-office (on-campus) mail service is provided once daily at the same time U.S. mail is picked up and delivered. All sorting bins are cleared daily and delivered to the campus on the normal mail run beginning at 10:00am. The Contra Costa Center provides a daily courier between the Hayward campus and the Concord campus, with limited stops at both locations. Any mail picked up during the mail run or brought to Receiving before 11:00 a.m. will be assured of the same afternoon delivery to the Contra Costa Center. Please notify the mail room prior to the mail pick-up if you have mail which may need special attention.

Large size boxes or other similar items may be brought to Receiving for the Courier to pick up.

Lined and perforated messenger service envelopes (State of California Form #117) are used for inter-office mail. These envelopes are available from Mail Services and should be reused until all address sections have been used. The name of a person should only be used in conjunction with the departmental name. Without the departmental name, Mail Services must often open the envelope to determine the delivery point.

*PLEASE REFRAIN FROM SENDING INTER-OFFICE MAIL IN REGULAR MAIL ENVELOPES

It is a good practice to attach small items to a sheet of paper to avoid the appearance of an "empty" envelope. Please recycle all excess empty inter-office envelopes to Mail Services for reissue. Empty envelopes may be ordered through the Receiving Department (5-3703).

Trays or other containers are available at your mail drop point so that inter-office envelopes can be separated from other mail intended to be processed through the Post Office. Your cooperation in keeping it separate will help Mail Services process your mail and avoid unnecessary delays.

General announcements intended for all departments or all employees should be inserted into inter-office envelopes.

International Mail
Sending mail outside the United States is rarely as easy as placing a stamp on an envelope and placing it in the mailbox. The United States Postal Service (USPS) has rules for international mail universal to all carriers for letters and packages going to international destinations, which include customs declarations and weight restrictions.

Please see the next page for the continuation of the Mail Services Policy.
Mail Services Continued...

Customs
You must declare the value and contents of a package mailed to another country. Your local post office will help you fill out the correct customs form. The USPS requires all priority mail international packages, regardless of weight or the value of the contents, to have a customs form attached. The mailer must know which items are subject to customs duty.

The USPS states a customs form is not required on priority mail international flat rate envelopes and duty-free first class packages that weigh less than 16 oz. Most express mail international (EMI) shipments that weigh less than 16 oz. and only contain documents do not need a customs form.

Addressing
To address envelopes or packages to international destinations, write the full address in English with uppercase Roman letters and Arabic numerals. You should write the name of the recipient on the first line, the street address or post office box number on the second line and the name of the city and province, state and/or county and zip/postal code on the third line. The fourth line should have the full name of the country in English. The USPS prefers addresses with no more than five lines.

Packaging
The USPS states the sender is responsible for addressing packages or envelopes and placing them in strong packaging material. It recommends considering the types of materials and how far their destination is when packaging items to mail. In addition, it is a mailer’s responsibility to make sure the item sent complies with international, domestic and a country’s rules regarding what may be mailed.

*We currently use United Parcel Services as the preferred courier of international mail. Please follow the link below for further details.

Additional Information
New Faculty
When a new faculty member is appointed, the appointing department should inform the mail room, by e-mail to Sylvester Donelson at sylvester.donelson@csueastbay.edu. Lack of such information could result in delayed delivery of mail or mail returned to sender.

Bulk Mailing
If you are in need of Bulk Mailing Services, please fill out the Bulk Mailing Service Request form and return it to Sylvester Donelson. This form could be found at http://www20.csueastbay.edu/af/departments/finance/procurement/shipping-receiving/mail-services/files/docs/bulk_mailing_service_request_12-02.pdf.

Affiliated Organizations
Organizations affiliated with the University, but not funded through the State, may only use the University mail services with the permission of the Associate Vice President of Financial Services.
Mail processed for affiliated organizations will be billed for the actual postage used plus a 25% surcharge for handling out-going mail. No charge will be assessed for processing in-coming mail. Mail service for affiliated organizations must be legitimate University related business. Materials of a commercial, for-profit or non-University promotional nature shall not qualify even if sponsored by affiliated organizations, except for approved fund raisers to support University programs. Should a piece of mail, opened for identification purposes, be ineligible for mailing, the material will be referred to the appropriate administrator for disposition.

Stamps
The mail room maintains a stock of First Class one ounce postage stamps for use by University offices for after hour’s mailings. These are not to be used for any purpose other than approved campus mailings. Submit a request by email to Sylvester Donelson.

Suspicious Mail
For procedures on how to handle suspicious mail, please visit http://www20.csueastbay.edu/af/departments/finance/procurement/shipping-receiving/mail-services/procedures/index.html.

Mail Services’ Carriers & Resources
Fed EX
www.fedex.com

U.S. Post Office
www.usps.com

United Parcel Service (UPS)*
www.ups.com

Zip Code Look Up

*We currently use United Parcel Services as the preferred courier of international mail. Please follow the link below for further details.
Shipping & Receiving

The Shipping and Receiving Department is responsible for:

- The processing and distribution of goods received through the University Purchasing System, pre-paid or promotional items, and departmental procurement card acquisitions
- Shipping of items to off-campus locations or materials being returned to vendors for repair or credit
- Coordinating the pickup and processing of confidential documents and destroying documents of the campus administrative units
- Access to University Archives.

We also assist the property Management Office with the processing and storage of surplus property items.

Shipping and Receiving Policies

A. Incoming Shipments
B. Express Shipments
C. Perishable Materials
D. Claims for Loss and Damage
E. Hazardous Materials Transportation
F. Mail Services

*To view the Procedures/Policies listed above, please visit http://www20.csueastbay.edu/af/departments/finance/procurement/shipping-receiving/procedures/index.html.

G. University Archives
Access to the University Administrative Archives can be scheduled by sending an email to the Support Services Manager, Sylvester Donelson (sylvester.donelson@csueastbay.edu) listing the date, time and duration of access and if Confidential/Destroy Services will be needed.

H. Confidential/Destroy Documents
Confidential/Destroy Documents can be scheduled for pick up by sending an email to the Support Services Manager, Sylvester Donelson (sylvester.donelson@csueastbay.edu) requesting the pickup with the location, the amount of boxes, and on site contact. All Boxes must be marked “Confidential/Destroy” and securely taped and will not be picked up otherwise.

I. Surplus Property Storage
Surplus Property items are scheduled for pickup from administrative units and delivered to Shipping and Receiving for the Property staff to process. Surplus Property must be fully functional, contain power cords, and should have some external value that can be used by another department, sold via public auction or donated. These items can be transferred to the Property Cage using the Property Transfer Form. Computers must have a hard drive installed. IT can either wipe the drive that is in the unit or replace it with one previously wiped. All computers must go through IT for evaluation. Create an IT Service Desk ticket.

The Property Transfer Form can be found at http://www20.csueastbay.edu/af/departments/finance/procurement/property-management/forms/.

J. Common Carriers Servicing CSUEB
- FedEx
- DHL
- UPS
Property Management

**Property Management** is responsible for maintaining uniform accountability for all University property. This includes providing for accurate accounting, control, inventory, and disposition of University property. An annual physical inventory is conducted by the Property Coordinator as part of this function.

**Property Management Policies**

**Donated Property**
Property can be donated to a public agency, public school, or a registered 501(c) (3) non-profit organization. Before University property can be considered for donation, the items must be offered to any other University department that may be able to utilize them. Departments that are interested in donating items to other organizations must be familiar with the survey and donation processes in the CSUEB Property Management Guide.

The CSUEB Property Survey Board must approve all property set aside for donations. In a donation of any office equipment, which contains data storage and retrieval such as a computer, it will be the responsibility of the IT Department to make sure that they have purged the data and wiped the unit(s) to comply with the University’s Information Security Office requirements. The items approved for donation then become the sole responsibility of the Property Office and will be relocated to the Property Cage when possible or by providing the appropriate documentation including the description and location of the item. For a donation of computers, create an IT Service Desk ticket to comply with the University’s data security requirement for a documented data purge.

When the CSUEB Property Management Office makes a donation to another organization, the appropriate documentation of the donation requirements will be reviewed with the proposed recipient. The required documentation includes: A signed official letter from the recipient, on its organizational letterhead, that lists the property numbers of the items accepted. A copy of the IRS statement of determination may be required in order to document that the organization accepting the donation is a registered 501(c) (3) organization. When the donation is properly documented, the items are removed from the department’s inventory.

**eWaste Property Definition**
Any electronic equipment that is not fully functional and/or damaged beyond repair, or computers that are over five years old, departments should create a Maintenance Work Request to have it moved. All computers must go through IT for evaluation first. Create an IT Service Desk Ticket.

**Surplus Property Definition**
Surplus Property must be fully functional and contain power cords. Surplus Property should have some external value that can be used by another department, sold via public auction or donated. These items can be transferred to the Property Cage using the Property Transfer Form.

Computers must have a hard drive installed. IT can either wipe the drive that is in the unit or replace it with one previously wiped. All computers must go through IT for evaluation. Create an IT Service Desk ticket.

**Trickle-Down Property Definition**
Trickle-Down is a program in which recently replaced or unused computers are reassigned to Staff/Faculty. This also includes functional electronic equipment held for use by the University. The IT Department evaluates the computers. For any recently replaced or unused computers in your area create an IT Service Desk ticket.

**Property (Assets) Defined**
All items purchased using University funds must be capitalized if the amount of the item is equal to or greater than $5,000 and the expected useful life of the item is equal to or greater than one year. Non-capital “sensitive” assets have a purchase price of less than $5,000. Examples of the University capital assets include, but are not limited to, Vehicles, Buildings, Fixtures, Equipment, Software, Artwork, and Valuable Papers. Examples of the university non-capital “sensitive” assets fall into one of the following categories:

**Below are the criteria for taggable assets for the University.**
- Capital Assets (value at purchase over $5000)
- Sensitive Items (value at purchase less than $5000)
- Computers/Servers/Laptops
- Any electronic device (iPad/Pod. Electronic tablets, etc) which stores University information
- Monitors >$1300
- Fire Arms
- Camera/Camcorders
- Audio Visual >$1500
- Microscopes
- Mobile Medical Equipment
- Musical Instruments
- Science/Electronic Equipment

**Property Tag**
For damaged tags, contact the Property Department for a replacement. If a piece of equipment has the old Yellow or White Barcode tags, please contact the Property Department.
Property Management

Property Management Request for Service Forms

For eWaste of all other electronic equipment and/or University tagged equipment excluding computers, create a Facilities Maintenance Request. Fill out the Property Transfer Form. Read instructions on the form for more detail.

IT Service Desk Ticket*
For Computer Removal click the IT Service Desk link to open a Service Desk Ticket. They will determine the usefulness and make appropriate arrangements for its removal. This includes any type of device that stores University information (Servers, iPads, Laptops, External Hard Drives, etc.). For building to building, room to room transfers click the IT Service Desk link to open a Service Desk Ticket.

Property Custody Receipt Form*
The Property Custody Receipt is required to be kept on file by the End User and/or Department Custodian for laptops that are taken off campus. A Property Custody Receipt will be accepted for laptops that are off campus during Physical Inventory. If the Property Custody Receipt is not current or the information is incorrect, the laptop will be required to be brought in for verification.

Property Transfer Form*
Property Transfer Form
For Transfers/eWaste or any other issue with computers and/or any device (Servers, iPads, Laptops, External Hard Drives, etc.) that electronically stores University information, an IT Service Desk Ticket must be created.
For Transfers/eWaste of all other electronic and/or University tagged equipment, create a Facilities Maintenance Request. Fill out the Property Transfer Form below. Read instructions on the form for more detail.

To proceed with the steps above, please visit:


*To view the Property Management Forms above, please visit http://www20.csueastbay.edu/af/departments/finance/procurement/property-management/forms/index.html.

Lost, Missing or Stolen Property
1. Fill out the Missing Items Report starting from the Date field. Fill in form electronically except the **Authorizing Official Signature** which requires a wet signature.
2. **Authorizing Official** is your direct superior. (Be sure to fill in All Fields)
3. For Asset(s) Lost, Missing or Stolen on campus file a UPD Police Report.
4. For Asset(s) Lost, Missing or Stolen off campus file a Police Report from the City where items were stolen. (UPD Police Report not needed)
5. Send the Missing Items Report and UPD or Local Police Report to Matt OKeefe/SA2750.
6. Keep a copy of these reports for you records.


Contacts:
Lisa Booker, Property Management, Team Lead
Matt Okeefe, Property Coordinator
**Question:** What should we do if an item’s property tag has become damaged, unreadable, inappropriately removed, was placed in an inconvenient location, or is otherwise problematic?

**Answer:** Contact the Property Coordinator to replace damaged tag. This action is necessary because we have replaced our current barcode tagging system with a RFID tagging system and a damaged tag may render the tag inoperable.

**Question:** Can property be donated to another organization?

**Answer:** Yes, property can be donated to a public agency, public school, or a registered 501(c) (3) non-profit organization.

- Before a donation can be considered, the items must be offered to any other university department that may be able to utilize them.
- Departments that are interested in donating items to other organizations must coordinate their request with the Property Office and be familiar with the survey and donation processes in the CSUEB Property Management Guide, located on the Procurement Services Home Page.
- Property that is to be donated must be approved by the CSUEB Survey Board before it is donated.
- If a donation of computer equipment is requested, the computer(s) must first be processed through the IT department. IT must certify that the computer equipment complies with the University’s data security requirements for a documented data purge.
- IT must certify that the computer(s) were wiped and meet the CSUEB standard for donations before having the unit(s) delivered to the Property.
- It is IT’s responsibility to either remove or process the proper paperwork to have the equipment moved to the Property cage.
- The CSUEB Property Management Office processes the donation to other organizations, with the appropriate documentation. The donation requirements will be reviewed with the proposed recipient. The required documentation includes:
  - A copy of the IRS statement of determination may be required in order to document that the organization accepting the donation is a registered 501(c) (3) organization.
  - A signed official letter from the recipient organization, on organizational letterhead, that lists the property numbers of the items accepted.
  - A copy of the property list that lists the property numbers of the items accepted.
  - When the donation is properly documented, the items are removed from the department’s inventory; the property must then be removed from CSUEB by the recipient.

**Question:** Why is a Property Custody Receipt required for each laptop computer?

**Answer:** The Property Custody Receipt is required to maintain a file of use permits for all laptop computers. The Property Custody Receipt should be kept on file with the Department Custodian and the user of said laptop. The Property Custody Receipt should be filled out electronically except the Authorizing Official Signature which should be hand written.

**Question:** Our department would like to have an item tagged with a property number. What documentation is required?

**Answer:** In order to assign a property number we must have documentation that the item is University property. This is usually documented by the purchase order, Accounts Payable records of the item’s purchase, or the University Gift-In-Kind form (which is processed by the Development office). In some cases we can apply a property tag if the department’s property custodian provides a written statement that the item is University property and requests the item to be tagged and placed on the active inventory.

**Question:** When are old or surveyed items removed from our department’s inventory list?

**Answer:** Items are removed from the list when the removal of the item is documented in accordance with University procedures, following the Property Survey Board’s approval. The authorized removal of items is usually performed by the Property Coordinator who records disposals with an official record. Items are also removed from the inventory list when a Missing Items Report is submitted and the subsequent survey is approved.

**Question:** How often does my department have an inventory?

**Answer:** We have implemented a perpetual inventory process which is the responsibility of the Property Office. The Property Office will notify the departments at least one week prior to the planned visit however; an annual inventory is also a part of the plan.

**Question:** Why do I have to go through the cumbersome task of making a survey request to dispose of tagged items that have no value, are broken, or are outdated? Can’t I just throw these items in the trash can?

**Answer:** No. The purpose of tagging property is to safeguard and track University property. Documenting the disposal of each tagged item shows management, auditors, and state taxpayers that the University is performing due diligence in safeguarding the scarce resources that are allocated to the University.
Question: Why are there articles in my area that have property numbers, but they do not appear on my inventory?

Answer: Several cases lead to this situation. The most common are:
- Items that are property of the IT department, which are not included on the using department’s inventory, but remain on the IT inventory.
- Items that were purchased and tagged when the “tagging threshold” was lower than $500, and subsequently removed from the active inventory when the “tagging threshold” was raised.
- Items that have been moved, but not reported to the Property Coordinator as transfers to your department.
- Items that were not located during previous inventories and have been surveyed as missing. These items should be reported found and will be returned to the active inventory.
- Items that are owned by another department that shares space with your department.

Question: What if a member of our department accidentally disposed of an item in a manner that is not in accordance with the property control procedures?

Answer: If an item is disposed in a manner other than through the established procedures, the circumstances of its disposal must be documented with a Missing Items Report in order for the item to be surveyed and removed from the inventory.

Question: Can I purchase University property?

Answer: Yes, after the property office posts an item to the Public Surplus site the general can then bid on the items. The various property control requirements with which the University is required to comply contain explicit guidance that employees may not have any advantage over the general public in opportunities to purchase unused property.

Question: Is surplus property recycled?

Answer: In most cases, yes. The University has been required to dramatically reduce the amount of material that is sent to the landfill. Electronic devices are disposed through a contract with a certified electronic waste recycler. Facilities Services maintains contracts for other refuse services, including recycling for metal, wood, and other material.

Question: How do I dispose of items that do not have property numbers?

Answer: You can contact the Property Coordinator to assist you.

Question: Why is the original purchase price indicated for each item on my department’s inventory?

Answer: Because it is required by the State Administrative Manual (Chapter 8600, 8621).

Question: Does the property program provide the service of erasing sensitive data from computers?

Answer: When computers are disposed by the normal survey process, they are taken by either IT staff or Facilities to the IT Service Desk where data or data storage components are removed or wiped before the computer is delivered to Shipping and Receiving for recycling by Property Management. Your department may also contact IT to have sensitive data removed from computers. If you are disposing equipment other than computers that contain sensitive data you can contact IT for service.

Question: Can our department write a work request to have inventoried items disposed?

Answer: No, the University is required to establish and maintain a procedure for safeguarding and surveying inventoried property, and all disposals of current inventory items must follow the established procedure.
Purchase Requisition to Purchase Order Process

Start
Requestor prepares SOW, Reporting and/or Drawing Requirements, Specs, Internal Estimate, Sole Source, etc.

Estimate < $2,500?
YES
Release against Blanket Purchase Agreement (BPA)

NO
Under Existing Blanket Contract?

YES
Release against CSU MEA, CMAS, GSA or Consortium Purchasing Agreements

NO
Send to Requestor

Approval of Official(s)?

YES
Purchasing Manager assigns Requisition to the Buyer

> $100K
VP Admin & Finance Approval > $100K

> $250K
CO’s Office of CS&P Approval > $250K

Send SSJ back to Requestor for revision

Sole Source Justification Adequate?

YES
Determine proper contract type

Contract Types:
- Purchase Order – Goods/Services/IT Contracts
- Blanket Purchase Agreement (BPA)

IT Related – Obtain VPAT

On-site Work – Obtain Insurance Cert.

Dispatch Order

Request for Quotation (RFQ) (verbal or hard copy)

Request for Proposal (RFP) (hard copy only)

Threshold?

< $50K

> $50K

< $50K

Accounts Payable sends a check to Vendor

Stop

Legend – Action performed or determined by:

- Requestor (with Buyer, if specified)
- Buyer
- Official(s) as specified
Purchase Requisition to Purchase Order Process

A

Competition

NO

Forward RFQ/RFP to Vendor & Obtain Quote

Receive Proposal from Vendor & forward to Requestor for review

YES

Award based on low bid?

NO

NO

Threshold $50K

YES

Source Selection Board (SSB) is established to select Vendor, SSB establishes Evaluation Criteria (with Buyer)

Threshold > $50K

YES

Quotes higher than Req $ Amount?

NO

Select Vendor

Requisition amount must be revised to include adequate funding

NO

YES

Select Vendor (with Requestor). SSB Approval Required

YES

Obtain Insurance Cert. from Vendor

NO

Work On-Site?

Negotiate Price, T & C's, Delivery Date, etc.

YES

Obtain Director Review

NO

Any Exceptions to Terms & Conditions?

YES

NO

NO

NO

NO

NO

NO

NO

NO

NO

YES

YES

YES

YES

YES

YES

LEGEND – Action performed or determined by:

Requestor (with Buyer, if specified)

Buyer

Official(s) as specified
Threshold?

- $250K

**Buyer Approves if within delegation (< $50K)**

- or-

**Sent to Purchasing Manager for Approval ($100K)**

**Award Purchase Order or Contract**

- **Sent to Purchasing Manager for Approval ($100K)**

- **Sent to Director of Procurement ($250K)**

- **Sent to VP A&F ($250K)**

- **Vendor proceeds to perform the work, ships the order**

- **Verify Quantities, Review Invoices, Obtain Signature from Requestor & Send Approval to Accounts Payable**

- **Accounts Payable sends a check to Vendor**

- **Stop**

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**Legend – Action performed or determined by:**

- Requestor (with Buyer, if specified)
- Buyer
- Official(s) as specified