

INSTRUCTIONS FOR 2023/2024 CONTRACT AND SERVICE ORDER RENEWALS

Should your department have an existing Commodity Blanket or Service Contract that needs to be in place by July 1, 2023 for continuity of services, please follow the instructions below:

1. Select the link titled "2023-24 Contract and Service Order Renewal List" on the Procurement & Contract Services' website <https://www.csub.edu/bas/fiscal/procurement/Renewals/index.html>. This is an Excel spreadsheet, alphabetical by department id, and printable on 8-1/2" x 14" paper.
2. Locate your department on the spreadsheet.
3. Review the listing to determine if the commodities or services on the list need to be continued for the upcoming fiscal year (2023/24).
4. If you are submitting a renewal request for a commodity blanket purchase order or service/maintenance purchase order, please verify current pricing and provide this information along with your Requisition.
5. Enter a Requisition for the new year encumbrance by the date identified on the 2023/24 Fiscal Schedule. In addition to the normal information included on the Requisitions, you must include the following:
 - Service term (service commencement date and end date)
 - Complete description of Service or Commodity
 - Dollar amount to be encumbered for the contract/order term
 - Payment requirements (i.e., annually, monthly, or as invoiced)
 - Contact name and telephone number of campus person (project manager)
 - Supplier contact name and telephone number
 - Chartfield information

If you have any questions or concerns, please feel free to contact the Procurement Department.

Procurement & Contract Services

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