**Frequently Asked Questions:**

**How can I find out the status of my requisition?**

The first step is to check internally to make sure your requisition has been approved within your department. The Office of Procurement and Contract Services will not call to check on the status of a requisition that has not been submitted to us and is still awaiting approval at the department level.

**Can I change information on a requisition after I submit it to Procurement?**

No. Once the requisition has been submitted to Procurement and is in the process of being sourced into a PO, only the assigned buyer in Procurement can make any changes.

**Can I instruct the vendor to proceed once I have submitted a requisition to Procurement?**

No. Submitting a requisition does not constitute approval to proceed. The vendor cannot act without a fully-executed purchase order from the Office of Procurement and Contract Services.

**How long does it take to process a requisition?**

It depends on a number of factors beginning with the complexity of the request. Excluding emergencies based on health, safety, and welfare, requisitions are processed as quickly as possible on a first come, first served basis. Other time determinants include buyer workload, bid requirements (if applicable), vendor terms inconsistent with the CSU Policy, missing or partial information, lack of clarity, vendor quotes over 30 days, additional authorizations needed, freight determinations, insurance, Vendor Data Record Form 204, etc.

**Can I sign a vendor contract?**

No. Only the President, Vice President of BAS and the Director of Procurement are allowed to sign contracts on behalf of CSUB.

**Can I sign an agreement if it is for zero dollars?**

No. Department personnel cannot sign contracts or agreements regardless of whether there are dollars associated or not.

**Who should I contact if I am having problems with my order?**

The first point of contact should always be the assigned buyer. If you are not sure who that is, you can contact the Office of Procurement at 654-3181.

**Who should I contact for general procurement questions?**

Please contact Crystal Jenkins at 654-3181 or email her at [cjenkins@csub.edu](mailto:cjenkins@csub.edu)

**What situations require insurance?**

It is the policy of the CSU to require insurance or a risk analysis for all services.

**Can faculty, staff, or students be hired as independent contractors?**

No. In accordance with IRS requirements, these individuals must be hired through HR as casual workers paid through Payroll. Please contact the appropriate HR representative for further clarification.

**Can I order office furniture with my OfficeMax Online Account?**

No. All office furniture must be ordered via a Purchase Order and processed through Receiving.

**What are the advantages of ordering office supplies from OfficeMax online?**

Your ordering information is much more accurate, which ensures your order will always find you as quickly as possible; most of the time OfficeMax delivers the next business day directly to your desktop. The entire CSU system is on this OfficeMax contract resulting in huge dollar savings. Ordering online is easy and efficient.

**What is a Public Works?**

A Public Works is the construction, alteration, repair or improvement of any public structure, building, road or other public improvement of any kind. All Public Works project requests always require a purchase requisition submittal.

**Do I need to talk to Procurement if I’m just going to have someone come on-campus to provide a service?**

Regardless of value, service vendors coming ON CAMPUS to perform a service need to be contracted by the Office of Procurement and Contract Services via a Purchase Order or contract. All vendors must provide CSUB Office of Procurement and Contract Services with proof of insurance before the vendor comes on campus to provide the service. Also, please do not sign agreements, make informal commitments or allow services to proceed without a signed contract or Purchase Order from CSUB’s Office of Procurement and Contract Services.