

## Instructions For The 2024-2025 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, 2024, for continuity of services, please follow the instructions below:

1. Select the link titled “2024-25 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, sorted 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 (2024/2025).
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. Submit the Requisition in [P2P](#) for the new year encumbrance by the date identified on the 2024/2025 Fiscal Schedule.

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

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