

FOUNDATION BLANKET BOOKSTORE PO PROCEDURES

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PROCUREMENT POLICY /BLANKET BOOKSTORE PO DEFINED

The purpose of the Procurement Policy ("Policy") is to set forth the manner in which the California State University, Dominguez Hills Foundation ("Foundation") procures goods and services for Foundation accounts. The policy establishes guidelines that meet or exceed the procurement requirements for purchases of goods (apparatus, supplies, materials, and equipment) and services. Please review the [Procurement Policy](#) for details.

The Blanket Bookstore PO is a credit line held against one of your Foundation accounts and allows you to purchase directly from the Bookstore with a net30 term (payment after purchase within 30 days). The Blanket Bookstore Purchase Order is good through one fiscal year, the amount of the Blanket PO is encumbered. At the end of a fiscal year the PO must be closed and another one initiated for the following year (if desired).

INFORMATION TECHNOLOGY

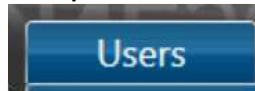
All information and communication technology (ICT) such as software, hardware, and online solutions purchases over \$500 require University Information Technology approval. For approval, please complete the [Information Technology Request Form](#) prior to making your purchase. Items deemed as theft sensitive or fixed assets are not permissible on Bookstore Blanket PO's at this time. The Foundation CFO maintains the right to approve exceptions to this rule. For more information of Fixed Assets and Theft Sensitive Items, please see Foundation's [Fixed Asset Policy](#).

PROCEDURES FOR SETTING UP A BLANKET PO/MAKING PURCHASES ON YOUR BLANKET PO

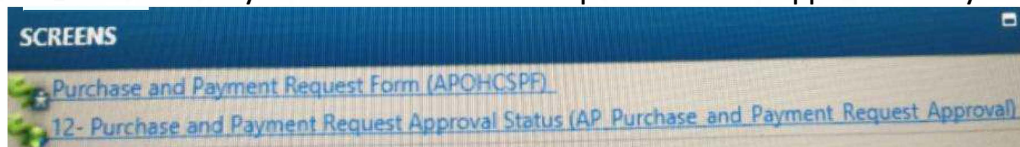
Step 1: Log into your [OneSolution Account](#)



Step 2: Click on the "Users" Tab on the top left of your screen




Step 3: Choose "Purchase and Payment Form" from the dropdown list that appears when you click on "Users"



Step 4: Choose Purchase Order Request as your request type

Request Type



Step 5: In the "Vendor" dropdown, choose "University Bookstore". Please make sure to choose the one cited below.

Vendor

920500 | UNIVERSITY BOOKSTORE

Step 6: The address will auto-populate. For Blanket PO, use the dropdown arrow and choose “Yes”.

Address

BL | CSUDH STORE 0886 - MA 400 3146 SOLUTIONS CENTER, CHICAGO IL 60677-3001

Blanket PO?

Yes

Step 7: Ship To Address: Use the default listed on the dropdown.

Ship To Address:

PR | 1000 E. Victoria Street , CARSON CA 90747

Step 8: In the “Requisition Code 1” area select “None”. The other areas (Requisition Code 2, 3, and 4) can be skipped.

Requisition Code 1

none

Requisition Code 2

Select Requisition Code 2

Requisition Code 3

Select Requisition Code 3

Requisition Code 4

Select Requisition Code 4

Step 9: Click on “+ Add Expense”

Entries

Actions**Account Number****+ ADD EXPENSE**

Step 10: Enter your account number and object code. The object code for all Blanket Bookstore POs is 8586 (supplies-other). Enter a description of what this Blanket Bookstore will be used for, i.e. department supplies. Quantity is 1 (one). Your “Unit Price” should be your projected fiscal year spend. Please project a realistic moderate amount.

Account Number

Enter Account Number

Object

8585 | Supplies - Office

Description

Department Supplies

Quantity

1.00

Unit Price

1,000.00

Amount

1,000.00

Sales Tax %:

0.00

Sales Tax Amount

0.00

Total Amount

1,000.00

CLOSE

SAVE

SAVE + ADD ANOTHER

Step 11: Please complete the following boxes if applicable.

Additional Justification / Quotes

How does this serve the mission of the organization?

Step 12: Authorized Bookstore shoppers (Admin Asst., Executive Asst., Coordinator, etc.) can be different from authorized account signers (Account Director, ARM, VP, Dean, etc.). Please list the names of the individuals that will do the shopping for your department and state "Shoppers:" The individual that will receive the invoice MUST be an account signer and will be responsible for reconciling the expense. Please cite "Send Invoices To"

Text to Display Below Items

Step 13: No Attachments need to be added, simply click "Submit."

Attachments

Actions	Description	Document
+ ADD ATTACHMENT		
<div><div> SAVE AS DRAFT Click Once Only</div><div> RESET</div><div> SUBMIT Click Once Only</div></div>		

Step 14: Once your Blanket Bookstore PO is approved, you'll receive an email notification. Please forward this notification to Jose Landaverde (jlandaverde@csudh.edu) at the Bookstore.

Authorized purchasers can now shop at the Bookstore using your PO number. An ID will have to be shown at the time of purchase. For custom products, bulk orders, and items that are not held onsite in the Bookstore, please ask for Jose Landaverde, Bookstore Operations Manager. He can provide you a quote for items requested.

Remember that all purchases must follow procurement guidelines.

- Gift Card purchases require a [Gift Card/Gift Certificate Authorization Request Form](#) and submission of a Gift Card Log. Please see [Hospitality Policy](#).
- Gifts and Incentives require a Hospitality Authorization Form. Please see [Hospitality Policy](#).
- Fixed Asset and Theft Sensitive items are not available to purchase on Blanket PO's at this time. Please complete a regular purchase order for those expenses.
- Every time you shop at the Bookstore and place expenses against this PO (on your Bookstore account), the Bookstore will send an invoice to the individual listed in the "Text Box." See "Invoices" below for instructions on processing.

INVOICES

The individual you listed on your PO in the Text "Send Invoice To" area will receive invoices from the Bookstore.

The invoices must be approved by an authorized Foundation account signer; the list of individuals authorized to approve expenditures on a Foundation account may differ from the individuals you have listed on your Bookstore account.

After you receive your invoice from the Bookstore complete the following steps:

Step 1: Follow Steps 1- 3 above.

Step 2: Request Type – Choose Payment Request.

Request Type

Payment Request ▼

Step 3: Place the Invoice Number and Date provided on your invoice from the Bookstore.

Invoice Number

Invoice Date


10/07/2021 

Step 4: When your PO was approved and issued, you were provided a PO number. Place that in the following PO area. If this is a partial pay on your PO, choose that option. If this completes the full amount of your initial PO, place full pay.

PO Number

Full/Partial Pay

Step 5: Enter the same account number you used on your original approved Blanket Bookstore PO. For a listing of objects, please see [Object Code Listing](#) and place the number that coincides with your purchase. For invoices that vary between types, click on “Save + Add Another” and continue to categorize expenses by “Object Code.”

Add Entry 

Account Number

Enter Account Number ▼

Object

Enter Object Code ▼

Description

Quantity

Unit Price

Amount

Sales Tax %: ▼

Sales Tax Amount

Total Amount

CLOSE

SAVE

SAVE + ADD ANOTHER

Step 6: For additional justification and quotes, procurement thresholds, and policy applications, please see [Foundation’s Procurement Policy](#).

For hospitality-related expenses. [Foundation’s Hospitality Policy](#) applies.

Additional Justification / Quotes

How does this serve the mission of the organization?

Attachments

Actions	Description	Document
<div>+ ADD ATTACHMENT</div>		
<div><div>SAVE AS DRAFT Click Once Only</div><div>RESET</div><div>SUBMIT Click Once Only</div></div>		

Step 7: Make sure you attached any backup documents you need to your invoice submission by clicking on "Add Attachment."

- a) Invoice – Sign and Attach the invoice you received from the Bookstore.
- b) Are any of the items you purchased a hospitality expense, award, gift, or gift card as an incentive? If yes, make sure you complete and attach either the Gift Card/Gift Certificate Authorization form for gift cards or the Hospitality Authorization form for any tangible gift or incentive purchased.
- c) Do any of the items require Information Technology approval? If so, attach the approval. The requirement for Secure and Accessible Information and Communication Technology approval extends to "free" products, trial software, or services, and includes the campus's developed technology. For approval, please click on and complete the hyperlinked [Technology Procurement Request Form](#).

Step 8: Submit.

Please note that the Blanket Bookstore PO is not encumbered (will not shows as pending against your account balance until invoiced and paid). Please budget and track wisely as to not incur an overdraft of your Foundation account.

UNALLOWABLE EXPENDITURES

If your expense is deemed an unallowable expense on your account, you will either be contacted by the PO administrator or (for Grants accounts) your Post-Award analyst. You will be informed of the unallowable expense, and repayment will need to be made directly to the Bookstore. Jose Landaverde will take the repayment, remove the item from the invoice, and resubmit the invoice if other items are present.

CONTACT INFORMATION

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Please note: We will continually update this document as information warrants.