

BLANKET ODP BUSINESS SOLUTIONS (FORMERLY OFFICE DEPOT) PURCHASE ORDER (PO) PROCEDURES 10.03.2022

PROCUREMENT POLICY

The purpose of the Procurement Policy (“Policy”) is to set forth how 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.

DEFINITIONS

Purchase Order, also known as a PO: A purchase order is a document assigned a purchase order number; it is issued by Foundation’s Procurement Department to vendors or suppliers as a “promise to pay.” The document indicates the details of the items to be purchased, such as the types of goods, quantity, and price. Foundation is set up on Net 30 terms with most vendors.

Net30: is a payment term. This means that payment is due within 30 days of receiving an invoice. Please remember that POs are only promises to pay and go through Procurement. For a vendor or supplier to be paid, an invoice must be submitted to Foundation’s Accounts Payable Department referencing the designated PO number for payment.

ODP “Blanket” PO: This is a PO with a determined fiscal year spending limit. You cannot go over the budgeted amount, but you can go under. For example, by analyzing the previous year’s spending on office supplies, I determined my budget to be \$1,000.00. I can place as many orders (remember, ODP has a \$50.00 min. for free shipping) as I want throughout the year as long as I don’t surpass \$1,000. But let’s say I forecasted wrong and only spent \$500.00. No problem, you do not lose the money; when the PO is closed at the end of the year, the remaining balance is unencumbered and goes from “pending” to “available.”

Encumbered: Funds reserved for future use; consider this as “pending” in your bank account. Encumbered is an amount held and not available to you.

ODP BLANKET PURCHASE ORDER INFORMATION

- Blanket ODP Purchase Orders can be used for fiscal year ordering with a set budget limit. You, your supervisor, and Post Award (if utilizing a Grant account; Grant accounts start with 5) will determine the budget limit together.
- The PO is encumbered (held). If you do not use the total amount, the balance will return to the account listed on the PO when the PO is closed.

- You can reuse your PO number multiple times until you reach your max spending limit. No need to go through Foundation again; log in and place your order against your issued PO number.
- Invoices are sent electronically to Foundation Accounts Payable email address.
- Invoices will be paid within 30 days of receipt. You must sign the invoice to certify that you have received the items. The signature request will come from Foundation Accounts Payable department.
- Purchases must align with CSUDH’s Sustainability Initiative and Single-Use Plastic Policy.
- Minimum orders are \$50.00.
- If the User is utilizing a Grant account or is not an approved Account Signer, each time an order is ready to be placed, it will be held. An email from ODP will be sent to your Post Award Specialist and/or your Supervisor to review the items for allowability and approve the order to be released for ODP to fulfill.

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

Step 1: Email your interest to Foundation Procurement Administrator Elizabeth Dias at edias@csudh.edu, and she will send a template to follow as a guide when filling out your PO form.

Step 2: Upon receipt, Elizabeth will process the PO for Foundation Approval (please note that purchase orders have a 7-10 business day processing time).

Step 3: Once approved, a PO number is issued, and the designated User (and the Approver, if applicable) will be set up in ODP with access to the PO.

Step 4: ODP will send the User (and the Approver, if applicable) an email with their username and temporary password.

Step 5: The User can now order directly from ODP! When an Approver is a part of the workflow, the order will be held. The Approver will receive an email from ODP asking them to approve the order. The Approver will review the order for allowability and then “release the order” (approve) for ODP to fulfill.

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 ODP Blanket

POs at this time. The Foundation CFO maintains the right to approve exceptions to this rule. For more information on Fixed Assets and Theft Sensitive Items, please see Foundation’s [Fixed Asset Policy](#).

INVOICES

Invoices are sent electronically from ODP to Foundation Accounts Payable at foundationap@csudh.edu. Invoices will be paid within 30 days of receipt. An Account Signer will be required to sign the invoice to certify that items have been received. The signature request will come from your account’s Foundation Accounts Payable Technician.

UNALLOWABLE EXPENDITURES

It is the Department’s responsibility to be informed of unallowable expenditures. If your expense is deemed an unallowable expense on your account, you will either be contacted by Accounting 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 Foundation.

Remember that all purchases must follow procurement guidelines. Please complete a [new purchase order](#) for expenses a through c listed below.

- a) Gift Card purchases require a [Gift Card/Gift Certificate Authorization Request Form](#) and a Gift Card Log submission. Please see the [Hospitality Policy](#).
- b) Gifts and Incentives require a [Hospitality Authorization Form](#). Please see the [Hospitality Policy](#).
- c) Fixed Asset and Theft Sensitive items are not available to purchase on Blanket POs at this time. Please complete a regular purchase order for this expense. For more information on Fixed Assets and Theft Sensitive Items, please see Foundation’s [Fixed Asset Policy](#).
- d) The CSU system has a Single Use Plastic Policy, which eliminates the purchase of plastic straws and bags effective January 1, 2019, and aims to eliminate single-use plastic water bottles. Please see [Sustainability Initiative and Single-Use Plastic Policy](#).

FOUNDATION CONTACT INFORMATION

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