

PROCUREMENT MATRIX

Note: This PROCUREMENT MATRIX is to be used as a guide for common transaction types at CSUN and does not include every scenario for use by CSUN's PCard. Please contact the CSUN Program Administrator at x5916 for any questions.

TRANSACTION TYPE	REQUISITION	DIRECT PAY	PCARD		
			Adherence to the PCard Program is required. Refer to the Hospitality Matrix before determining a PCard purchase.		
			PCARD	PCARD WAIVER	PROHIBITED TRANSACTIONS
Advertisements				X	
Alcoholic Beverages, Ammunitions, Tobacco, Controlled Substances, Firearms, Narcotics	X				X
Blanket Purchase Orders / Open Orders* *Items valued at \$2,000 and over are prohibited	X				
Cash Advances / Cash Refunds / Store Credits					X
Chemicals/Hazardous Materials				X	
Commencement Regalia			X		
Computers					
<ul style="list-style-type: none"> Touchpads, iPads, notebooks, desktops, laptops, servers, etc. valued under \$2,000 (unit price inclusive of sales tax). An approved Information and Communication Technology Procurement Form may be required. 				X	
<ul style="list-style-type: none"> Touchpads, iPads, notebooks, desktops, laptops, servers, etc. valued \$2,000 and over (unit price inclusive of sales tax). An approved Information and Communication Technology Procurement Form may be required. 	X				
<ul style="list-style-type: none"> Requires ADDITIONAL cellular services (i.e., iPads) 	X				
Consulting Services	X				

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Contracts					
<ul style="list-style-type: none"> Agreements related to PCard purchases 				X	
<ul style="list-style-type: none"> Licenses/Maintenance/Service/Renewal Contracts (i.e., Copiers, Software License Renewals) 	X				
<ul style="list-style-type: none"> Teaching Agreements 	X				
Copiers					
<ul style="list-style-type: none"> Service / Lease Agreements 	X				
Electronic Communication Devices (i.e., cell phones, hot spots, etc.)	X				
Equipment					
<ul style="list-style-type: none"> Equipment valued under \$2,000 (unit price inclusive of sales tax). No services included in purchase. An approved Information and Communication Technology Procurement Form may be required. 			X		
<ul style="list-style-type: none"> Equipment valued under \$2,000 (unit price inclusive of sales tax) plus warranty. An approved Information and Communication Technology Procurement Form may be required. 				X	
<ul style="list-style-type: none"> Equipment valued at \$2,000 and over (unit price inclusive of sales tax), with or without installation. An approved Information and Communication Technology Procurement Form may be required. Note: Blanket POs are not permitted for purchase of items \$2000 and over. 	X				
<ul style="list-style-type: none"> Lamps, portable heaters, fans and air purifiers 				X	
Fees					
<ul style="list-style-type: none"> Accreditation fees and expenses: lodging, meals, transportation, expenses required by accreditation 		X			

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Fees					
<ul style="list-style-type: none"> Conference fees for students 		X			
<ul style="list-style-type: none"> Fees for reports or filing reports (e.g., South Coast Air Quality Mgmt District, annual filing fee for reporting, court access record fees) 		X			
<ul style="list-style-type: none"> Permits and licenses (e.g., FDA chemical purchases permits. Excludes software license agreements.) 		X			
<ul style="list-style-type: none"> Submission fees: publishing papers in academic journals/publications 			X		
Film and Video Rentals (no agreements)			X		
Furniture					
<ul style="list-style-type: none"> All orders greater than \$1,000 (total cost of order) that includes prevailing wages for assembly and installation services. 	X				
<ul style="list-style-type: none"> All orders \$1,000 or less that includes assembly, disassembly, set in place and installation services. 				X	
Gifts or items of a personal nature / Purchases for personal use					X
Hospitality (entertainment services (e.g., equipment and venue rental, décor, music, performers), food and beverage, awards and prizes (including gift cards/tickets), and promotional items, etc.) Reference: CSUN Hospitality Policy 200-25					
Awards and Prizes					
<ul style="list-style-type: none"> Awards and Prizes, no customization 			X		
<ul style="list-style-type: none"> Awards and Prizes, customization 				X	
<ul style="list-style-type: none"> Gift Cards/Tickets 				X	
Entertainment					
<ul style="list-style-type: none"> Décor 			X		

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Entertainment					
○ <i>Equipment and Venue rental</i>				X	
○ <i>Music</i>				X	
○ <i>Performers</i>	X				
Meals/Refreshments					
○ <i>Catering services / on-campus delivery</i>				X	
○ <i>Curbside delivery or pick-up</i>			X		
○ <i>Employee/Candidate recruitment meals – reimbursement only</i>		X			
○ <i>Employee recruitment, University Meetings & Events, Official Guest / Guest Speaker hosted by CSUN</i>			X		
Promotional Items, customized (i.e., CSUN logo)				X	
Medical examinations		X			
Memberships (programmatic Associations registered under the CSUN address, 1 year only, new or renewals). No Costco memberships. No personal reimbursements.			X		
Office Supplies (Staples)			X		
Public Works / Facilities Planning	X				
Registrations (no travel involved)			X		
Services					
• <i>Services by University Auxiliaries (e.g., food services, space rental, etc.)</i>		X			

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<ul style="list-style-type: none"> Services of any nature performed on or off campus (e.g., installations, shredding services, catering (non-curbside), equipment repairs, printing, mailing services, imprinting on company-owned assets (e.g., apparel and promotional items that require the CSUN name or logo), dry cleaning, etc.) 				X	
Speakers					
(Guest Speaker, Honorariums, non-CSUN personnel for on-campus events)					
<ul style="list-style-type: none"> Payments for individuals only must use the Guest Speaker form. 		X			
<ul style="list-style-type: none"> Payments to Speakers doing business as a company 	X				
Software					
<ul style="list-style-type: none"> All domestic and international software, software-as-a-service, licenses and subscriptions. An approved Information and Communication Technology Procurement Form may be required, regardless of total order value (includes “free” items). Software purchased from International vendors will be subject to a Non-Resident Alien Tax Analysis. 				X	
<ul style="list-style-type: none"> All domestic and international software leases, licenses, renewals, maintenance and support and library subscriptions/ periodicals paid in advance of Fiscal Years (“prepaids”). An approved Information and Communication Technology Procurement Form may be required. Software purchased from International vendors will be subject to a Non-Resident Alien Tax Analysis. 	X				
<ul style="list-style-type: none"> All domestic and international software that includes the use of Level 1 or Level 2 data and Cloud-based software. An approved Information and Communication Technology Procurement Form may be required. Software purchased from International vendors will be subject to a Non-Resident Alien Tax Analysis. 	X				

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Software					
<ul style="list-style-type: none"> Amazon Web Services. An approved Information and Communication Technology Procurement Form will be required. 	X				
Subscriptions, hardcopy (i.e., journals, magazines, newspapers)			X		
Travel					
<ul style="list-style-type: none"> Travel including registration fees, off-campus training costs, conference seminar fees (must be processed through CSUNs eTravel module) 					X
<ul style="list-style-type: none"> Moving Relocation Expenses (approved by HR and processed through Payroll) 					X
<ul style="list-style-type: none"> Non-CSUN employee (excluding students) reimbursements (original receipts must be provided) 		X			
Virtual Conferences/Webinars (no travel involved)			X		