

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 P-Card. Please contact the CSUN Program Administrator at x5916 for any questions.

| TRANSACTION TYPE | REQUISITION | DIRECT PAY | P-CARD | | |
|---|-------------|------------|--|---------------|-------------------------|
| | | | Adherence to the P-Card Program is required. Refer to the Hospitality Matrix before determining a P-Card purchase. | | |
| | | | P-CARD | P-CARD 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 | |
| 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 | | | | |
| Contracts | | | | | |
| <ul style="list-style-type: none"> Agreements related to P-Card purchases | | | | X | |

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| Contracts | | | | | |
| <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 | | | |
| <ul style="list-style-type: none"> Conference fees for students | | X | | | |

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| Fees | | | | | |
| <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"> Payments to international vendors. | | | | | 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 | | 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 that includes assembly, disassembly, set in place and installation services. | | | | X | |
| Gifts or items of a personal nature / Purchases for personal use | | | | | X |
| Gift cards/Tickets (requires pre-approval & supporting documentation) | | | | X | |
| Interview expenses: for employee recruitment purposes only | | X | | | |
| Meals / Refreshments | | | | | |
| <ul style="list-style-type: none"> Catering services / on-campus delivery | | | | X | |
| <ul style="list-style-type: none"> Curbside delivery or pick-up | | | X | | |
| <ul style="list-style-type: none"> Employee recruitment meals | | X | X | | |
| <ul style="list-style-type: none"> Guest or Special Lecturer hosted by CSUN | | X | X | | |
| Medical examinations | | X | | | |

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| Memberships (programmatic Associations for 1 year only-new or renewals and must use the CSUN address; no Costco and no personal reimbursements) | | | X | | |
| Office Supplies (Staples) | | | X | | |
| Public Works / Facilities Planning | X | | | | |
| Registrations (no travel involved) | | | X | | |
| <ul style="list-style-type: none"> <i>Film and Video Rentals (no agreements)</i> | | | X | | |
| <ul style="list-style-type: none"> <i>Commencement Regalia</i> | | | X | | |
| Services | | | | | |
| <ul style="list-style-type: none"> <i>Services by University Auxiliaries (e.g., food services, space rental, etc.)</i> | | X | | | |
| <ul style="list-style-type: none"> <i>Services of any nature performed on or off campus (i.e., installations, shredding services, catering (non-curbside), equipment repairs, printing on company-owned assets, dry cleaning, etc.)</i> | | | | X | |
| Speakers (Guests, Special Lecturers, Honorariums, non-CSUN personnel for on-campus events) | | | | | |
| <ul style="list-style-type: none"> <i>Payments for individuals only must use the Guest/Special Lecturer form.</i> | | X | | | |
| <ul style="list-style-type: none"> <i>Payments to Speakers doing business as a company</i> | X | | | | |
| Software | | | | | |
| <ul style="list-style-type: none"> <i>All 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).</i> | | | | X | |

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| Software | | | | | |
| <ul style="list-style-type: none"> All 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. | X | | | | |
| <ul style="list-style-type: none"> All 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. | X | | | | |
| <ul style="list-style-type: none"> Amazon Web Services. An approved Information and Communication Technology Procurement Form will be required. | X | | | | |
| Subscriptions (i.e., journals, magazines, newspapers) | | | X | | |
| Travel | | | | | |
| <ul style="list-style-type: none"> Travel including registration fees, off-campus training costs, conference seminar fees | | | | | X |
| <ul style="list-style-type: none"> Moving Relocation Expenses (approved by HR) | | | | | X |
| <ul style="list-style-type: none"> Non-employee (excluding students) reimbursements (original receipts must be provided) | | X | | | |
| Webinars | | | X | | |