

# PURCHASING & CONTRACT ADMINISTRATION

Invites you to:

Simply Procurement



## SAVE the DATES

Mark your calendars **NOW** for upcoming discussions

**2023 Jun 7 / Sept 13 / Dec 6**

**2024 Mar 13 / Jun 5 / Sept 18 / Dec 4**

**Time: 1:00 - 2:30 p.m.**

**Location: via Zoom**

(Zoom links to be announced in advance of each meeting)

Purchasing & Contract Administration would like to invite you to attend a quarterly **Simply Procurement** Open House. This informative, as well as open format discussion, will provide members of our campus community with an opportunity to “sit down” with the Purchasing & Contract Administration staff to become familiar with the CSUN procurement “rules of the road” and to talk about related items and issues. So bring your zest for curiosity, questions and suggestions and plan to attend the **Simply Procurement** presentation and discussion!



**Got questions? We've got answers.**

If you have questions about any of the following topics, then this meeting is for you:

Requisitions & Purchase Orders	Sole Source/Sole Brand
Staples / Amazon	Contracts
Procurement Card	Independent Contractors
Student Placements	Computers & Software
Insurance	Accessible Technology
Bidding Thresholds	Printing/Promotional

**Get help! Make things...Simple.**



To contact Purchasing, visit:

<https://www.csun.edu/procure>

or call 818-677-2301