Introductions

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AGENDA

• Purpose of Accounts Payable/Procurement Lunch and Learn
• Areas of Responsibility (Accounts Payable/Procurement)
• Authorized Payment Mechanisms
• Unauthorized Purchase Request Form
• Requisition Process Overview
• Procurement Life Cycle (Simplified and Projects)
• Invoice and Payment Life Cycle
• Future Lunch & Learns
• Important Resources
• Questions
Purpose of Lunch & Learn

• Create a forum to share important Accounts Payable and Procurement information, including, but not limited to:
  • Foster a culture of learning
    • Share expertise
    • Collaborate and learn
  • Policy review, understanding, updates
  • Review Procedures
  • Gather feedback
Accounts Payable Responsibilities

- Invoices & Payments
- Direct Pay Forms
- Hospitality Forms
- P-card Statements (Audit)
Procurement and Contracts Responsibilities

• Procuring Goods and Services
• Executing and Negotiating Contracts
  • Goods/Services/Construction/Student Placement Agreements/Facilities Leases
• Administration of the P-card and Fleet Card Program
• Informal/Formal Solicitation Process
  • Goods/Services/Construction
• Provide Procurement and Contracting Support to the Campus
• Compliance with State and CSU Policies
• Open Competition for State Dollars, Fair & Ethical and Professional Business Practice
• Annual Reporting to Chancellor’s Office and State of CA
Authorized Payment Mechanisms

- Requisition
- Pcard
- Direct Pay Form
Unauthorized Purchase Approval Form

- **Unauthorized Purchases, AKA “Confirming Order”**
  - Occurs when a University Employee places an order directly with the vendor for goods and/or services without the issuance of an authorized Purchase Order by Procurement and Contracts. A requisition is entered into PeopleSoft After-the-Fact in an attempt to pay the vendor.

- It is an unauthorized commitment of University funds.
- Your requisition will be cancelled.
- [Unauthorized Purchase Approval Request Form](#) will be required
- **Why are After-the-Fact Purchased an Issue?**
  - Violation of State Law and CSU policy
  - Audit finding
  - Potential Liability
  - Missed Opportunities
  - Affects Supplier Relationships
Procurement Life Cycle - Simplified

- Identify the Need
  - Search Catalogs
  - Create Shopping Carts
  - Request Quote/Proposal

- Requisition
  - Create Requisition
  - Submit documentation
  - Obtain Budget Approval

- Request Quote/Proposal
  - Review Documentation
  - Sourcing Options
  - Review/Negotiate Terms
  - Issue PO/Agreement

- Purchase Order/Agreement
  - Receive/inspect Goods
  - Receive Services
  - Good/Service Acceptance

- Delivery
  - Invoice Receipt
  - Invoice Validation
  - Invoice Approval/Submittal
  - Payment Issued

- Payment
Procurement Life Cycle - Projects

Procurement Planning
- Identify the need
- Collaborate
- Determine Procurement Options
- Develop SOW/Specification
- Determine Procurement Method/Plan
- Create Supplier Strategy

Market Research
- Issue Request for Info (RFI)
- Conduct RFI Conference
- Update Procurement Strategy Plan
- Finalize SOW/Specifications
- Develop Evaluation Strategy

Solicitation and Award
- Draft Solicitation
- Advertise Solicitation
- Conduct Bid Conference
- Evaluate Bids
- Perform Cost/Price Analysis
- Develop Award Determination
- Negotiations
- Award Contract

Contract Management
- Develop Contract Administration Plan
- Manage Contract
- Manage Vendor
- Review/Approve Progress Payments

Completion and Closeout
- Verify completion of deliverable
- Document Final Acceptance
- Review/Approve Final Payment
- Closeout Contract
- Vendor Performance/Evaluation
- Lessons Learned Review

CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS
Vendor Submits Invoice to payables@csudh.edu

AP Tech forwards invoice to the department, (requestor of the PO) with instructions

Department reviews the invoice:
Was the good/service received?
Does the PO have a receiving requirement? If so, was the item received in the system?
Are there price discrepancies between the PO and invoice?
Does the PO have sufficient funds to cover the invoice? If not, please submit a change order to procurement.

If any issues are found, AP Tech will contact the department and will hold invoice until the issue is resolved

Submit final, approved invoice to payables@csudh.edu:
Must be a single, complete PDF file
Do not combine multiple invoices into a single PDF
Do not submit multiple PDF files for one payment

After final, approved invoice has been submitted, please allow 15 days processing time

Approved invoice will be assigned to an AP Tech for review and processing

You can check payment status. Instructions are located here.
Invoices & Payments

Instructions for submitting documents to Accounts Payable are located on the Accounts Payable website.

All documents should be in the following format upon submission:

- PDF file, as an attachment
- 1 single, complete file (combine all backup)
- 1 invoice/request per PDF file
- PO# on invoice (if applicable)
- Approval signatures in signature fields of forms
- Approval signature on PO invoices
The same [webpage](#) also has information about the various payment methods as well as expense types that require additional information or approvals.
Future Lunch & Learns

• Survey
  – We want to hear from you!
  – Complete the Survey following this meeting and let us know what AP and/or Procurement topics we should discuss.

• Recordings and PowerPoint Presentation
  – Recordings and Presentations will be posted on the Procurement and Accounting webpages.
    • [https://www.csudh.edu/procurement-contracts/procurement-contracts/](https://www.csudh.edu/procurement-contracts/procurement-contracts/)
    • Accounts Payable website

• Upcoming Sessions (Quarterly)

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<tr>
<th>2023</th>
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<tr>
<td>Wed. July 19, 12pm - 1pm</td>
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<td>Wed. Oct. 11, 12pm - 1pm</td>
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Important Resources

- **Procurement and Contracts**
  - Access Recorded Training Sessions
- **Procurement Card**
- **CSU Contracts and Procurement Policy**
- **Accounts Payable**
Questions?
Thank You!

Contact Information

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