



Procurement & Contract Services Update

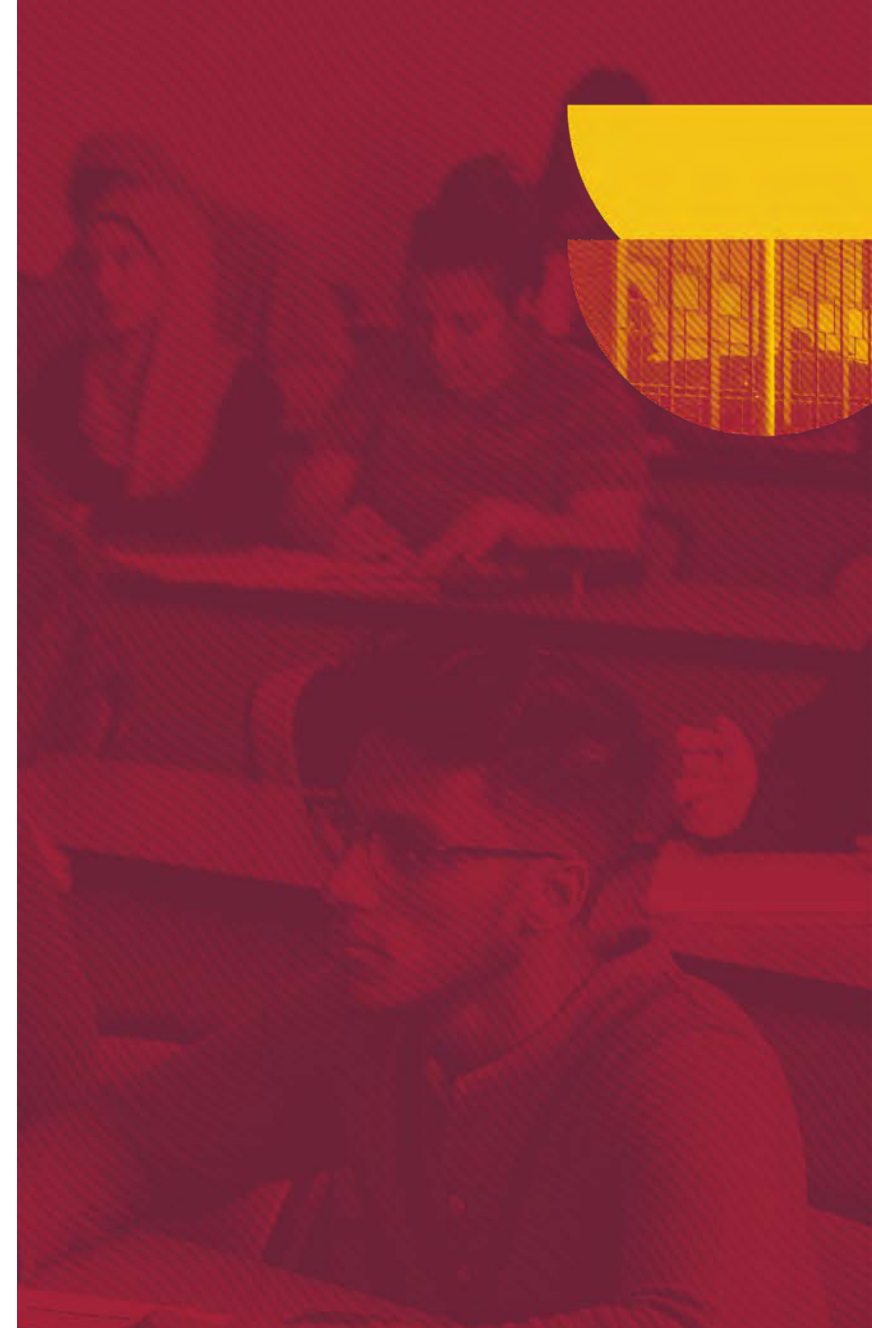
David Sawyer

Director of Procurement & Contract Services

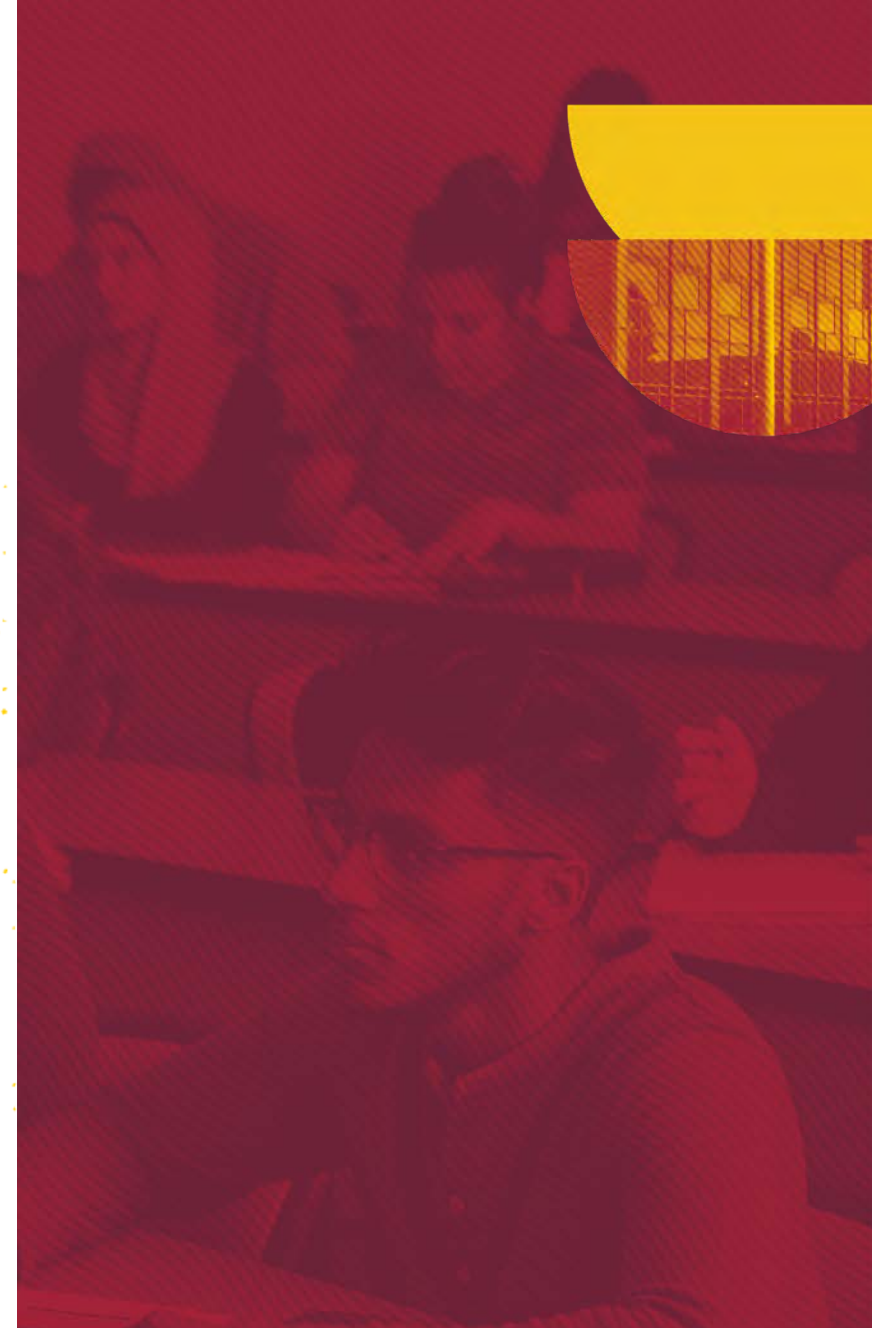
California State University Stanislaus



- **Departmental Changes**
 - **Reporting Structure Changes**
 - **Created Manager, Procurement & Contract Services role**
 - Debbie DaRosa is currently the interim Manager
 - Retiring from the University on 11/3
 - Currently recruiting for a replacement
 - **Created Procurement Program Specialist role**
 - Responsible for Procurement Card, Amazon, and Staples programs
 - **Procurement Team: Julie Anderson, Phyllis Crittendon, and Rhonda Willson (currently recruiting for two additional buyers)**
 - **All Buyers and the Procurement Program Specialist report to the Manager, Procurement & Contract Services**
 - **Manager, Procurement & Contract Services and Commercial Operations Administrator report to Director, Procurement & Contract Services**
 - **Commercial Operations (ABS)**
 - **New Commercial Operations Administrator**
 - Stephanie Faria
 - Responsible for Dining, Beverage, Vending, Warrior Card and Bookstore operations



- **Procurement Card Reconciliation Process**
 - Moving away from paper process
 - Process is currently under development including system user testing
 - Will be transitioning to Concur in January
- **Update of Procurement Forms**
 - We will be working on updating our many forms and transitioning to a fillable electronic form
- **Upcoming Trainings**
 - **Technology Acquisition Review Process Training Deck**
 - will be posted on Procurement and O.I.T. websites by end of October
 - Will be adding a video on how to complete the E&IT Checklist Form
 - E&IT Checklist Form can be found here:
<https://csustan.teamdynamix.com/TDClient/1874/Portal/Requests/ServiceCatalog>
 - **Concur Reconciliation Training will begin in December**
 - Training will be required for all card holders and approvers
 - **General Procurement Training will be offered in February 2022**
 - Training will be a broad overview of campus procurement processes
- **Additional Trainings?**
 - What are some trainings that are needed?





Questions?

California State University Stanislaus

