

**Acquisition Matrix**

**Contract Services and Procurement**

ADMIN BUILDING RM 23A

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|  | **ProCard** | **Direct Payment** | **Staples Advantage** | **Requisition** |
| Advertising | Pre-approved departments only & no Cal Maritime agreement required | Pre-approved departments only & no Cal Maritime agreement required | No | Yes |
| Any procurement requiring a Maritime Academy signature, including deposits for off campus events. | No | No | No | Yes |
| Cell Phones | No | No | No | Yes - upon VP review and approval |
| Chemicals or other hazardous substances | No | No | No | Yes |
| Copy/Scanner or Multifunction Machines | No | No | No | Yes - via IT process |
| Equipment | Must be less than transaction limit or $4,000.00 including taxes and shipping. Cannot be Electronic or IT products or needs accessibility review. | Must be less than $4,000.00 including taxes and shipping. Cannot be Electronic or IT products or needs accessibility review. | No | Yes |
| Food/Catering | Must comply with Hospitality Policy | Must comply with hospitality policy. | No | Must comply with Hospitality Policy |
| Furniture | No – if Preapproved by Procurement and not DIR related. | No | No | Yes |
| Honorariums | No | No | No | No – See Independent Contractor |
| Independent Contractor (IC) | No | No | No | Yes - upon H/R IC Form review and approval |
| Insurance - Contact Risk Manager | No | No | No | No |
| Lecturers, Speakers | No | No | No | Yes - upon H/R Independent Contractor Form review and approval |
|  | **ProCard** | **Direct Payment** | **Staples Advantage** | **Requisition** |
| Maintenance - Facility, Campus Related | No | No | No | From Facilities/Enterprise Services Only |
| Maintenance - Non-Facility/Campus | No | No | No | Yes |
| Memberships | Yes (No Amazon Prime, Costco, or procurement related memberships) | Yes (No Amazon Prime, Costco, or procurement related memberships) | No | Yes |
| Narcotics or Ingestible Medicine | No | No | No | Yes |
| Plaques and Awards | Yes - must comply with Hospitality Policy | Yes - must comply with Hospitality Policy | Yes - must comply with Hospitality Policy | Yes - must comply with Hospitality Policy |
| Postage | No | No | No | No |
| Printing, custom branded products or other related services | Must have advertising approval if CSU or Cal Maritime logos, markings are used (attach approval). Cal Maritime official business stationery allowed from approved print services. | Must have advertising approval if CSU or Cal Maritime logos, markings are used (attach approval). Cal Maritime official business stationery allowed from approved print services. | No | Must have advertising approval if CSU or Cal Maritime logos, markings are used (attach approval). |
| Products for Personal Use | No | No | No | No |
| Public Works or Trade Work | No | No | No | Yes - from Facilities, Planning or Enterprise Services only |
| Real property purchases, leases or rentals | No | No | No | Yes |
| Registration Fees | Yes | Yes | No | Yes |
| Services related to Professional Services or Public Works | No | No | No | Yes |
| Services not related to Professional Services or Public Works | Off-campus only with no Cal Maritime agreement required or insurance | Refer to Direct Payment Policy | No | Yes |
| Software (including download SaaS) | No | No | No | Yes - requires IT review and approvals (support, accessibility, security) and then Procurement review |
|  | **ProCard** | **Direct Payment** | **Staples Advantage** | **Requisition** |
| Telephones - Contact IT | No | No | No | No |
| Travel Expenses - Use Concur Only | No | No | No | No |
| Uniforms | No | No | No | No (except bookstore resale) |
| Wireless/Cellular Devices | No | No | No | Yes - upon IT and VP review and approval |
| *Revised 07/03/23* |  |  |  |  |