

Title: Smartsheet EREQ Instructions

OBJECTIVE: Walks departments through the Smartsheet EREQ form and the various fields that need to be completed for EREQ submission

CONTENTS:

[LESSON 1: NAVIGATION TO SMARTSHEET FORM PG. 2-3](#)

[LESSON 2: SMARTSHEET EREQ INSTRUCTIONS PG. 4-28](#)

NEED ADDITIONAL INFORMATION?




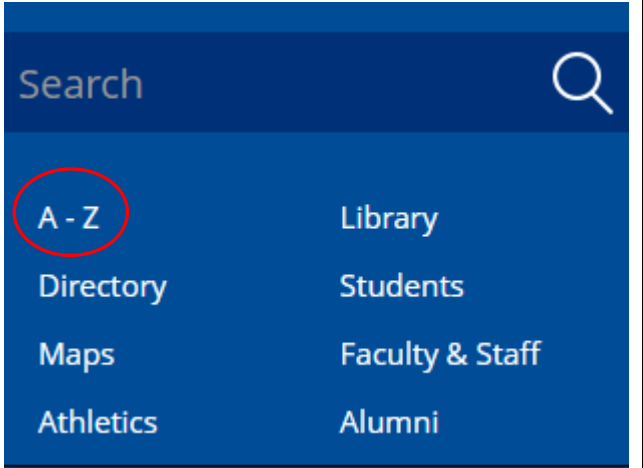
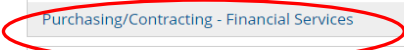

For further questions on this process please contact


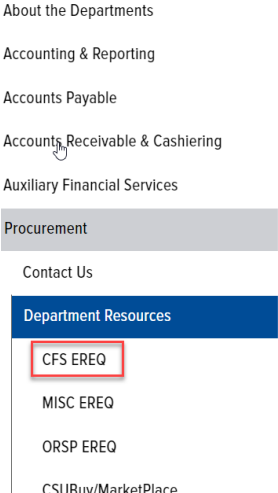
Jenifer Barnett – Purchasing 707-664-3102 or jenifer.barnett@sonoma.edu

or

Ming-Lan (Joy) Sun – Purchasing 707-664- 2274 or joy.sun@sonoma.edu

Lesson 1: Navigation to Smartsheet EREQ Form

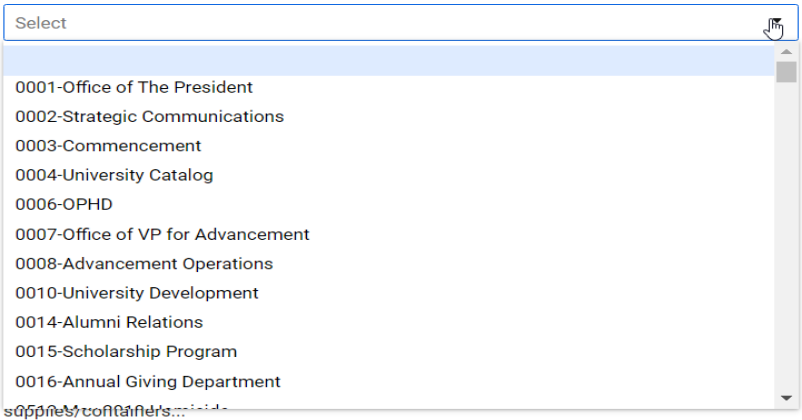
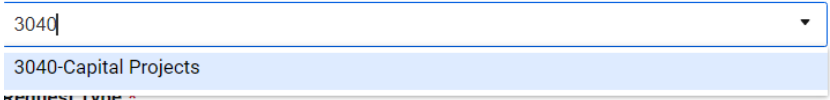
Step	Action													
1		Go to http://www.sonoma.edu/												
2	Click on 													
3	Click on 													
4	Click on "P"	<p>SSU Home ></p> <h2>A-Z Index</h2> <p>Pick a letter or building to get started!</p> <p>A B C D E F G H I J K L M N O P Q R S T U V W X Y Z</p> <p>- Select a Building - <input data-bbox="1105 1415 1159 1444" type="button" value="Go!"/></p> <p>The A-Z Index includes listings for specific campus departments, programs, offices and services, as well as general subject listings.</p> <p>Each office listing includes a link to the campus web page, if one exists, and the primary phone number, building and room number. If an office does not have a web page, the title will not serve as a link. In some instances, another SSU web page contains information related to that office, in which case that link will appear next to or below the office title.</p>												
5	Click on Purchasing/Contracting- Financial Services	<table border="1"> <tbody> <tr> <td>Public Records Access Office</td> <td>664-2470</td> <td>Salazar Hall</td> <td>2050B</td> </tr> <tr> <td>Public Relations</td> <td>664-2122</td> <td>Stevenson Hall</td> <td>1062</td> </tr> <tr> <td>Purchasing/Contracting - Financial Services</td> <td>664-2191</td> <td></td> <td></td> </tr> </tbody> </table> <p></p> <p> Does your listing need to be updated? Contact the IT Web Office web.support@sonoma.edu to update information on this page.</p>	Public Records Access Office	664-2470	Salazar Hall	2050B	Public Relations	664-2122	Stevenson Hall	1062	Purchasing/Contracting - Financial Services	664-2191		
Public Records Access Office	664-2470	Salazar Hall	2050B											
Public Relations	664-2122	Stevenson Hall	1062											
Purchasing/Contracting - Financial Services	664-2191													

<p>6</p>	<p>Click on Department Resource or How do I submit a new EREQ Request</p>	 <p>Procurement</p> <p>What We Do</p> <p>Procurement and Contract Services is responsible for the acquisition of all goods and services, and issuance of construction contracts on behalf of California State University, Sonoma State University. In addition, P&CS administers space leases, oversees various agreements such as internships, student teaching and nursing. Campus procurement professionals are required to adhere to state, federal, California State University, and campus policies and procedures to assure that legal requirements are met and good business practices followed.</p> <p>How Can We Help?</p> <ul style="list-style-type: none"> • How do I submit a new EREQ Request? • How do I determine the status of my EREQ request? • How do I sign up for ProCard and ProCard Training? • How do I update Delegation of Expenditure (signing) Authority for my Department? • Where can I find the A/P and Procurement 101 training guide?
<p>7</p>		 <p>Department Resource</p> <p>This section is designed to assist Campus departments with the following processes:</p> <ul style="list-style-type: none"> • Place order through CSUBUY Marketplace via department procard • Submit CFS EREQ • Submit ORSP EREQ (This is for ORSP office use only) • Submit MISC EREQ • Look up preferred vendors <p>Please click on the sub tabs at the left panel for details.</p> <p>If you have questions regarding the status of an EREQ or any of the processes please contact EREQ@sonoma.edu.</p>

Lesson 2: Smartsheet EREQ Instructions

Section A. Department Information

1	<p>Business Unit (this is a required field)- Select the Business Unit the EREQ request is for:</p> <ul style="list-style-type: none"> • SOCMP- University • SOSSE- Sonoma State Enterprises • SOASI- Associated Students • SOFDN- Foundation <p>EREQ's cannot combine Business Units</p>	<p>Business Unit * Check the appropriate Business Unit below.</p> <p> <input type="radio"/> SOCMP <input type="radio"/> SOSSE <input type="radio"/> SOASI <input type="radio"/> SOFDN </p>
1A.	<p>Workflow- If SOASI is selected, then an additional box will populate.</p>	<p>Business Unit * Check the appropriate Business Unit below.</p> <p> <input type="radio"/> SOCMP <input type="radio"/> SOSSE <input checked="" type="radio"/> SOASI <input type="radio"/> SOFDN </p> <p>SOASI Approvals * 2 approvals are required for all SOASI EREQ. Check this box if this is a SOASI EREQ and 2 email approvals must be uploaded to the "Required Submittal File Upload Box" below.</p> <p><input type="checkbox"/></p>

<p>2</p>	<p>Department ID and Name (this is a required field)-</p> <ul style="list-style-type: none"> • Pick your department ID/Name from the list. • If you are not selecting Dept 3030 or 3040, you can skip Steps 2A and 2B. • Contact Jenifer or Joy if you don't see your department ID/Name on the list. 	<p>Department ID and Name *</p> 
<p>2A</p>	<p>Workflow- If 3040-Capital Projects is selected, then additional fields will populate in section A. Department Information, which some are required fields.</p> <p>Please complete the following:</p> <ul style="list-style-type: none"> • CPDC Service Type • CPDC Project Description & General Scope of Work • CPDC File Share Link • CPDC Deliverable Type 	<p>Department ID and Name *</p>  <p>request type *</p>

		<p>CPDC Service Type *</p> <ul style="list-style-type: none"> <input type="radio"/> Project Architect Engineering <input type="radio"/> Service Related to Public Work <input type="radio"/> Inspector of Record <input type="radio"/> Code Compliance Review <input type="radio"/> Plan Check Review <input type="radio"/> Seismic Review <input type="radio"/> Environmental Evaluation/Study <input type="radio"/> General Consultant Service <input type="radio"/> Change Order for Public Work Contract <input type="radio"/> Out to Bid - Public Work <input type="radio"/> Out to Bid - Consultant Services <input type="radio"/> PRELIMINARY Scope of Work Review <input type="radio"/> PRELIMINARY Quote Request <p>CPDC Project Description & General Scope of Work * Please provide the project description and summary of scope of work. Detailed scope of work can be provided as Google File share in the text box below or upload the files in the file upload section of this form.</p> <div style="border: 1px solid black; height: 50px; width: 100%;"></div> <p>CPDC File Share Link Please provide the Google Share Drive link here if files are too big to upload</p> <div style="border: 1px solid black; height: 50px; width: 100%;"></div> <p>CPDC Deliverable Type *</p> <ul style="list-style-type: none"> <input type="radio"/> Drawings - ACAD on CD <input type="radio"/> Specifications on CD <input type="radio"/> Report of CD <input type="radio"/> Structural Calcs <input type="radio"/> Title 24 Calcs <input type="radio"/> Special Items Request <input type="radio"/> Other <input type="radio"/> None
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<p>2B.</p>	<p>Workflow- If 3030-Facilities Administration is selected, then additional fields will populate in section A. Department Information, which some are required fields. Please complete the following:</p> <ul style="list-style-type: none"> • SSU Work Order Number • Project Manager Name and Email 	<p>Department ID and Name *</p> <div style="border: 1px solid black; padding: 2px;"> <p>3030-Facilities Administration ▼</p> </div>
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	<ul style="list-style-type: none">• FM Service Type -Emergency PO number field will show up only if “Emergency PO” is checked• FM Maintenance Justification	<p>SSU Work Order Number</p> <input data-bbox="730 220 1507 268" type="text"/> <p>Project Manager * Please provide Project Manager name and email address.</p> <input data-bbox="730 352 1507 401" type="text"/> <p>FM Service Type *</p> <p><input type="radio"/> Maintenance of State Facility/Property <input type="radio"/> Other Service</p> <p><input type="radio"/> Public Work - Out to Bid <input checked="" type="radio"/> Emergency PO</p> <p><input type="radio"/> Not Applicable (Commodity Purchase)</p> <p>Emergency PO Number * Please provide the Emergency PO number that was issued when the emergency was first occurred.</p> <input data-bbox="730 667 1507 716" type="text"/> <p>FM Maintenance Justification for over \$5,000 * Please provide the justification that this is maintenance instead of a out to bid based on the definition and guidelines provided in CO's website. - https://www2.calstate.edu/csu-system/doing-business-with-the-csu/capital-planning-design-construction/Documents/ContractMethodsforMaintenanceTasks.pdf.</p> <input data-bbox="730 863 1507 1087" type="text"/>
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<p>3</p>	<p>Request Type (this is a required field)</p> <ul style="list-style-type: none"> • New Request- use when requesting a new EREQ • Change to Pending EREQ- use when you need to change something on an EREQ that has not yet been converted to a PO/SO or Contract. If this is selected a text box will show up for you to type in the EREQ number you are requesting a change too. • Change to an existing PO/ SO or Contract- use when you need to change something on an existing PO/SO or Contract. If this is selected a text box will show up for you to type in the PO/SO or Contract number you are requesting a change too. 	<p>Request Type *</p> <p>Select one of the following</p> <p><input type="radio"/> New Request</p> <p><input type="radio"/> Change to Pending EREQ</p> <p><input type="radio"/> Change to an existing PO or Contract</p>
<p>3A.</p>	<p>Workflow- If New Request is selected, then an additional field will populate in section C. Requisition and CFS Chartfield String Information, which is a required field.</p> <p>New Request Description</p> <ul style="list-style-type: none"> • For commodities- What are we buying and what is it for. • For services- Detailed scope of work, describing work to be performed and expected milestones, deliverables, report or end product. • For software purchases- Name of software, detailed product description, who will be using the software and what is the software being used for. 	<p>C. Requisition and CFS Chartfield String Information</p> <p>New Request Description *</p> <p>For commodities - What are we buying and what is for. For services - Detailed Scope of Work. Describe work to be performed and expected milestones, deliverables, report or end products. For Software purchase - Name of the software, detailed product description, who will be using the software and what is the software for.</p> <div style="border: 1px solid gray; height: 100px; width: 100%;"></div>

<p>3B</p>	<p>Workflow- If Change to Pending EREQ is selected, then an additional field will populate in section A. Department Information, which is a required field. Please provide the EREQ number you would like to change.</p> <p>An additional field in will populate in Section C. Requisition and CFS Chartfield String Information Please tell us what you are changing to the EREQ. Example: adding two more computers or removing two computers.</p>	<p>Request Type Select one of the following</p> <p><input type="radio"/> New Request</p> <p><input checked="" type="radio"/> Change to Pending EREQ</p> <p><input type="radio"/> Change to an existing PO or Contract</p> <p>Pending EREQ Number * What is the EREQ number that you would like make change to</p> <input type="text"/> <p>Change Description * What are the changes.</p> <input type="text"/>
<p>3C</p>	<p>Workflow- If Change to an existing PO or Contract is selected, then an additional field will populate in section A. Department Information, which is a required field. Please provide the PO/SO or Contract number you would like to change.</p> <p>An additional field in will populate in Section C. Requisition and CFS Chartfield String Information Please tell us what you are changing to the PO/SO or Contract. Example: Increase scope description, extend dates of service or adding a tax line.</p>	<p>Request Type Select one of the following</p> <p><input type="radio"/> New Request</p> <p><input type="radio"/> Change to Pending EREQ</p> <p><input checked="" type="radio"/> Change to an existing PO or Contract</p> <p>PO or Contract Number * Please provide the PO or contract number that you want to change.</p> <input type="text"/> <p>Change Description * What are the changes.</p> <input type="text"/>
<p>4</p>	<p>Department Internal Reference – notes for department internal purpose</p>	<p>Department Internal Reference For department internal use</p> <input type="text"/>
<p>5</p>	<p>Requisition Type (this is a required field)</p>	

	<ul style="list-style-type: none"> Commodity- Examples include equipment, computers, office supplies, athletic uniforms, etc. Service- Examples include consultants, rentals, printing and mailing services, license fees, software subscription/membership, web design, etc. ORSP Subaward <p>Depending on the selection made, additional information will populate in Section C. Requisition and CFS Chartfield String information.</p>	<p>Requisition Type *</p> <p>COMMODITY examples: equipment/computer/office supplies/athletics supplies/containers... SERVICE examples: consultant/rental/printing or mailing/any license access fee, any subscription/membership, web access/design..</p> <p><input type="radio"/> Commodity <input type="radio"/> Service <input type="radio"/> ORSP Subaward</p>
5A	<p>Workflow - If Commodity is selected, then an additional field will populate in section A. Department Information, which is a required field. SSU Receiving Department Notification: Department must notify SSU Receiving Department, with PO number and line number once items are received and accepted by the University or Auxiliary. Please note: Invoices cannot be paid until receiving is received in CFS. Requester must check the box in order to submit the EREQ. Select commodity for commodity purchase with service component, for example, furniture purchase with installation.</p>	<p>Requisition Type *</p> <p>COMMODITY examples: equipment/computer/office supplies/athletics supplies/containers... SERVICE examples: consultant/rental/printing or mailing/any license access fee, any subscription/membership, web access/design..</p> <p><input checked="" type="radio"/> Commodity <input type="radio"/> Service <input type="radio"/> ORSP Subaward</p> <p>SSU Receiving Department Notification *</p> <p>Department must notify SSU Receiving Department, with PO number and line number, once items are received and accepted by the University. Invoice will not be paid until Receiving is notified and receive the items in CFS.</p> <p><input type="checkbox"/></p>
5B	<p>Workflow- This will populate at the bottom on Section A.</p> <p>Please indicate if shipping to on-campus or off-campus and provide location details.</p> <p>Workflow: Additional fields will populate in Section C: Requisition and CFS Chartfield String Information, See slide 17</p>	<p>On or Off Campus Shipping Location For commodity purchase only, please indicate where the item(s) will be shipped to</p> <p><input type="text" value="On Campus"/></p> <p>On Campus Delivery Location For commodity purchase only, where should the item(s) to be delivered to. Please indicate building name and room number.</p> <p><input type="text"/></p>

		<p>On or Off Campus Shipping Location For commodity purchase only, please indicate where the item(s) will be shipped to</p> <p>Off Campus ▾</p> <p>Off Campus Delivery Location Please indicate the employee's home address for shipment. Department acknowledges the sales tax and shipping charge might be different. Appropriate Administrator's approval is required.</p> <p></p>
6A	<p>Workflow-If Service is selected, then additional fields will populate in section C. Requisition and CFS Chartfield String information, See slide 18.</p> <p>Select service even if zero dollars, for example a zero dollar free trial period for a software subscription.</p>	<p>Requisition Type *</p> <p>COMMODITY examples: equipment/computer/office supplies/athletics supplies/containers...</p> <p>SERVICE examples: consultant/rental/printing or mailing/any license access fee, any subscription/membership, web access/design..</p> <p><input type="radio"/> Commodity</p> <p><input checked="" type="radio"/> Service</p> <p><input type="radio"/> ORSP Subaward</p>
7A	<p>Workflow - If ORSP Subaward is selected, All workflow and sections for "Service" will populate in section C. Requisition and CFS Chartfield String information. See Steps 17 and 18.</p>	<p>Requisition Type *</p> <p>COMMODITY examples: equipment/computer/office supplies/athletics supplies/containers...</p> <p>SERVICE examples: consultant/rental/printing or mailing/any license access fee, any subscription/membership, web access/design..</p> <p><input type="radio"/> Commodity</p> <p><input type="radio"/> Service</p> <p><input checked="" type="radio"/> ORSP Subaward</p>

8

Requestor Name, Phone Number and Email (these are required fields) - Please select the name from the dropdown list, enter phone number and Email of the person completing the EREQ.

The Requestor will receive EREQ notification and a copy of the PO/SO or Contract.

Contact Jenifer or Joy if you don't see your name on the list.

Requestor Name *

Select name of the person completing this EREQ from the list. This person will receive copy of EREQ and notifications. Contact Joy Sun at joy.sun@sonoma.edu if you don't see your name.

Select

- Aidan Humrich (humrich@sonoma.edu)
- Alicia Hodenfield (hodenfie@sonoma.edu)
- Aline Fromme (frommea@sonoma.edu)
- Alyssa Corona (coroalys@sonoma.edu)
- Amy Paterson (paterson@sonoma.edu)
- Angela Jones (jonesang@sonoma.edu)
- Anna Reynolds-Smith (reynolda@sonoma.edu)
- Ashlyn Arend (arend@sonoma.edu)
- Billie Bartlett Johnson (bartletb@sonoma.edu)
- Brian Herrera (herrebri@sonoma.edu)
- Brooke Tester (testerb@sonoma.edu)
- Candace Nelson (nelsocan@sonoma.edu)
- Caroline Neuman (carmanne@sonoma.edu)

Requestor Phone Number *

Requestor Email *

<p>9</p>	<p>Date Needed- Please be mindful of the following turnaround times:</p> <ul style="list-style-type: none"> • If you are submitting a ProCard request your EREQ turnaround time should be @ 3-4 business days. • If you are submitting a Purchase Order/Service Order request your EREQ turnaround time can be @ 2-3 weeks. • If you are submitting a contract request (non-IT) your EREQ turnaround time can be @ 3-4 weeks. • If you are submitting an EREQ that is IT related your EREQ turnaround time can be @ 6-8 weeks. • If you are submitting a bid your EREQ request time can be up to 6 months, based on complexity. <p>Procurement ALWAYS tries to beat the above timelines when possible.</p>	<p>Date Needed Enter the date that purchase or service is needed by. Contingent upon the completion of the EREQ submittal, minimum turnaround time for a simple purchase/service is 2-4 weeks upon EREQ submittal.</p> <input data-bbox="721 411 889 453" type="text"/>
<p>10</p>	<p>Department Contact Name and Email (this is a required field) - Who should the buyer contact for questions or more information about this EREQ and who is the vendors main point of contact. This person will get a copy of the PO/SO or Contract.</p>	<p>Department Contact Name * Who should the buyer contact for questions about this EREQ and who should the vendor work with once the contract is signed.</p> <input data-bbox="721 1423 1511 1465" type="text"/> <p>Department Contact Email *</p> <input data-bbox="721 1524 1511 1566" type="text"/>

11	<p>Department Billing Name and Email (this is a required field) - Please provide the Name and Email for the person who needs to receive invoices for this EREQ. This person will get a copy of the PO/SO or Contract</p>	<p>Department Billing Contact Name * Invoice should be submitted to</p> <input data-bbox="724 300 1500 342" type="text"/> <p>Department Billing Contact Email *</p> <input data-bbox="724 394 1500 436" type="text"/>
12	<p>Additional PO/SO/Contract Distribution (Name and Email Required) (this is a required field) - Besides the requestor, department contact and department billing contact, please provide the name and email of any other employees that need to receive a copy of the PO/SO or Contract. If No, keep going.</p>	<p>Additional PO/Contract Distribution * Does any one besides the requestor, vendor/supplier, department contact and billing contact needs a copy of the PO/Contract?</p> <div data-bbox="724 630 1482 789" style="border: 1px solid #ccc; padding: 5px;"> <p>Select ▾</p> <hr/> <p>Yes</p> <p>No</p> </div>
12A	<p>Workflow: If yes, please provide the name and email addresses for all additional distributions.</p>	<p>Additional PO/Contract Distribution * Does any one besides the requestor, vendor/supplier, department contact and billing contact needs a copy of the PO/Contract?</p> <div data-bbox="724 1073 1507 1115" style="border: 1px solid #ccc; padding: 5px;"> <p>Yes ▾</p> </div> <p>Send additional copy of PO/Contract to Please provide name and email address for additional PO/Contract distribution</p> <input data-bbox="724 1199 1507 1241" type="text"/>

Section B. Vendor Information

<p>13</p>	<p>If this is a new vendor or no payment was made to this vendor for the past three years, you must click the Box. The link is here to send to the vendor to help solicit the Vendor Data Record 204. (You do not need to wait for the 204 to send in your EREQ)</p> <p>Clicking the Box will remove number 15 below.</p> <p>PLEASE NOTE: DO NOT ACCEPT VENDOR DATA RECORD 204 FORMS VIA EMAIL</p>	<p>New Vendor - Check the box below if vendor does not exist in CFS Due to data security requirement, vendor must upload the completed 204 form to Financial Services website. Form and instruction are available at https://finance.sonoma.edu/procurement/vendor-registration. DO NOT SUBMIT 204 FORM WITH EREQ.</p> <p><input type="checkbox"/></p>
<p>14</p>	<p>Vendor Number (VID) – The VID Number is required. If you need assistance looking up VID Numbers in CFS, please contact apinvoice@sonoma.edu</p>	<p>Vendor Number (VID) * Enter the complete and valid 10 digits CFS vendor number. For example - 1212143549 Put "NA" for new vendor</p> <input type="text"/>
<p>15</p>	<ul style="list-style-type: none"> Vendor Name, Vendor Email and Vendor Phone Number are Required 	<p>Vendor Contact Person Name *</p> <input type="text"/> <p>Vendor Contact Email Address * Please make sure the email address is correct and complete.</p> <input type="text"/> <p>Vendor Contact Phone Number *</p> <input type="text"/>

Section C. Requisition and CFS Chatfield String Information

<p>16</p>	<p>Workflow- If Commodity is selected under Requisition Type then these are the additional fields in Section C</p> <ul style="list-style-type: none"> • Fund Type • Chartfield String Type • Total Requisition Amount 	<p>Requisition Type * COMMODITY examples: equipment/computer/office supplies/athletics supplies/containers... SERVICE examples: consultant/rental/printing or mailing/any license access fee, any subscription/membership, web access/design..</p> <p><input checked="" type="radio"/> Commodity <input type="radio"/> Service <input type="radio"/> ORSP Subaward</p> <p>C. Requisition and CFS Chartfield String Information</p> <p>Fund Type * <input type="text" value="Select"/></p> <p>Chartfield String Type * <input type="text" value="Select"/></p> <p>Total Requisition Amount * Please enter the total amount for this purchase. <input type="text"/></p>
<p>16A</p>	<p>Workflow- if you select Fund Type you will have the following options: SO- Operating/General Fund, Q- ORSP Fund, Trust Fund, Other</p>	<p>Fund Type *</p> <p><input type="text" value="Select"/></p> <p>"SO" Operating/General Fund "Q" ORSP Fund Trust Fund Others</p>
<p>16B</p>	<p>Chartfield String Type (this is a required field) - You have the following choices: Single Chartfield String Multiple Chartfield Strings Hospitality Related EH&S Related</p>	<p>Chartfield String Type *</p> <p><input type="text" value="Select"/></p> <p>Single Chartfield String Multiple Chartfield Strings Hospitality Related EH&S Related</p>

<p>16C</p>	<p>Workflow- if you select single chartfield string: please select account number and then indicate the rest of the chartfield in the correct box.</p> <p>Please indicate the Total amount of the Requisition</p>	<p>Chartfield String Type * <input type="text" value="Single Chartfield String"/></p> <p>Account Number * Please select the proper account number <input type="text" value="Select"/></p> <p>Fund Number (For example SO100, GM101...) * <input type="text" value="I"/></p> <p>Program Code <input type="text"/></p> <p>Class Code <input type="text"/></p> <p>Project ID <input type="text"/></p> <p>Total Requisition Amount * Please enter the total amount for this purchase. Itemize sales tax amount for example - \$10,000 plus \$850 sales tax <input type="text"/></p>
<p>16D</p>	<p>Workflow- if you select Hospitality Related: the account section will offer you a drop down of just the hospitality related account codes. Select one</p> <p>Please indicate the Total amount of the Requisition</p>	<p>Chartfield String Type * <input type="text" value="Hospitality Related - Single Chartfield String"/></p> <p>Hospitality Specific Account Number * <input type="text" value="Select"/> 622901 Hospitality - ORSP Award 622902 Hospitality - ORSP Participants 660922 Hospitality - Employee Only 660923 Hospitality - w/Official Guest</p> <p>Class Code <input type="text"/></p> <p>Project ID <input type="text"/></p> <p>Total Requisition Amount * Please enter the total amount for this purchase. <input type="text"/></p>
<p>16E</p>	<p>Workflow- if you select EH&S Related – Only the Hazardous Material Purchase Account Codes will populate.</p>	

	<p>Please indicate the Total amount of the Requisition</p>	<p>Chartfield String Type *</p> <p>EH&S Related</p> <p>EH&S Specific Account number *</p> <p>Select</p> <p>660968 - Hazardous Material Purchases</p>
<p>16F</p>	<p>Workflow- if you select multiple chartfield strings: please provide the complete breakdown by chartfield.</p> <p>For example: a \$5000 purchase \$2500-613001/SO100/3067/0000/0000/40280 \$2500-613001/SO100/3060/0000/0000/60258</p> <p>*** You must always use the following format- Account Number/Fund Number/Dept ID/Program/Class- Project ID</p> <p>For hospitality related purposes please use one of the following hospitality account codes: 622901- ORSP Award 622902- ORDP Participants 660922-Employee Only 660923- Official Guest</p> <p>For EH&S related purposes please use the following EH&S account code: 660968</p> <p>Please indicate the Total amount of the Requisition</p>	<p>Chartfield String Type *</p> <p>Multiple Chartfield Strings</p> <p>Multiple Chartfield Strings Please provide the amount and completed CFS chartfield string in this format - Account Number/Fund Number/DeptID/Program/Class/Project ID Please put "0" or "NA" for category that is not applicable. Example: \$5,000 purchase \$2500 613001/SO100/3067/0000/0000/40280 \$2500 613001/SO100/3060/0000/0000/60258</p> <p>Total Requisition Amount * Please enter the total amount for this purchase.</p>

17	<p>If Service is selected under Requisition Type in Section B</p>	<p>Requisition Type * COMMODITY examples: equipment/computer/office supplies/athletics supplies/containers... SERVICE examples: consultant/rental/printing or mailing/any license access fee, any subscription/membership, web access/design..</p> <p> <input type="radio"/> Commodity <input checked="" type="radio"/> Service <input type="radio"/> ORSP Subaward </p> <p>C. Requisition and CFS Chartfield String Information</p> <p>Service Begin Date * Must be a future date</p> <p><input type="text"/></p> <p>Service End Date * When do you need the vendor to complete the service.</p> <p><input type="text"/></p> <p>Service Duration over 180 calendar days (6 month) Check "Yes" If service duration is over 180 calendar days. This EREQ will require Labor Relations review. Additional processing time is needed.</p> <p> <input type="radio"/> Yes <input type="radio"/> No </p>
17A	<p>Workflow- Service Rate Type- If Hourly Rate inclusive of all reimbursables is selected a box will populate and please enter the hourly rate.</p>	<p>Service Rate Type *</p> <p> <input type="radio"/> Hourly Rate inclusive of all reimbursables <input type="radio"/> Hourly Rate plus reimbursables <input type="radio"/> Fixed Fee inclusive of all reimbursables <input type="radio"/> Fixed Fee plus reimbursables </p> <p>Service Rate Type *</p> <p> <input checked="" type="radio"/> Hourly Rate inclusive of all reimbursables <input type="radio"/> Hourly Rate plus reimbursables <input type="radio"/> Fixed Fee inclusive of all reimbursables <input type="radio"/> Fixed Fee plus reimbursables </p> <p>Hourly Rate Enter hourly rate</p> <p><input type="text"/></p>
17B	<p>Workflow-Service Rate Type- If Hourly Rate plus reimbursables is selected two boxes will populate and please enter the hourly rate and the reimbursement amount.</p>	<p>Service Rate Type *</p> <p> <input type="radio"/> Hourly Rate inclusive of all reimbursables <input checked="" type="radio"/> Hourly Rate plus reimbursables <input type="radio"/> Fixed Fee inclusive of all reimbursables <input type="radio"/> Fixed Fee plus reimbursables </p> <p>Hourly Rate Enter hourly rate</p> <p><input type="text"/></p> <p>Reimbursable Expenses Amount</p> <p><input type="text"/></p>

17C	Workflow-Service Rate Type- If Fixed Fee inclusive of all reimbursables is selected a box will populate and please enter the fixed fee.	<p>Service Rate Type *</p> <p> <input type="radio"/> Hourly Rate inclusive of all reimbursables <input type="radio"/> Hourly Rate plus reimbursables <input checked="" type="radio"/> Fixed Fee inclusive of all reimbursables <input type="radio"/> Fixed Fee plus reimbursables </p> <p>Fixed Fee</p> <input type="text"/>
17D	Workflow- Service Rate Type- If Fixed Fee plus reimbursables is selected two boxes will populate and please enter the fixed fee and the reimbursement amount.	<p>Service Rate Type *</p> <p> <input type="radio"/> Hourly Rate inclusive of all reimbursables <input type="radio"/> Hourly Rate plus reimbursables <input type="radio"/> Fixed Fee inclusive of all reimbursables <input checked="" type="radio"/> Fixed Fee plus reimbursables </p> <p>Fixed Fee</p> <input type="text"/> <p>Reimbursable Expenses Amount</p> <input type="text"/>
17E	Where will the services be performed? Please indicate where the services will be performed, this impacts who withholding is applied.	<p>Where will the service be performed? *</p> <p>Services performed outside of California do not require state tax withholding; however, invoice must state "All services were provided outside the state of CA." For services performed both inside and outside of CA, you must allocate those services using FTB form 587 available at www.ftb.ca.gov.</p> <p> <input type="radio"/> In California <input type="radio"/> Outside California <input type="radio"/> Both </p>
17F	Travel Reimbursement Applicable- Please answer yes or no.	<p>Travel Reimbursement Applicable *</p> <p>Check "Yes", if vendor is seeking travel reimbursement in addition to the service fee. Vendor must follow the CSU Travel Policy which will be part of the contract. University will not pay hourly rate for travel.</p> <p> <input type="radio"/> Yes <input type="radio"/> No </p>
17G	Please indicate if a UAS/Drone will be used by the Vendor/Supplier. If yes, a note will appear in section D, Required Submittals for the approved drone application	<p>Will UAS/Drone be used by Vendor/Supplier *</p> <p>If "Yes" is selected. The approved APPLICATION FOR PURCHASE & USE by the UAV Review Board must be provided. See details in D. Required Submittals section.</p> <div style="border: 1px solid black; padding: 5px;"> <input type="text" value="No"/> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <input type="text" value="Yes"/> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px; background-color: #007bff; color: white;"> <input type="text" value="No"/> </div> <hr/> <p>Drone or Drone Kit Purchase and Use Review *</p> <p>Applicable for all purchase and use of Drone or Drone Kit. For more information, please go to SSU ORSP website - https://orsp.sonoma.edu/research-compliance/unmanned-aerial-vehicles-or-systems-uav-or-uasdrone.</p>

17J

Workflow- if you select single chartfield string: please select account number and then indicate the rest of the chartfield in the correct box.

Please indicate the Total amount of the Requisition

Chartfield String Type *

Other Account Number *

Please select the proper account number

Fund Number (For example SO100, GM101...) *

Department ID (For example 3060) *

Program Code

Class Code

Project ID

Total Requisition Amount *

Please enter the total amount for this purchase.

<p>17K</p>	<p>Workflow- if you select Hospitality Related: the account section will offer you a drop down of just the hospitality related account codes. Select one</p> <p>Please indicate the Total amount of the Requisition</p>	<p>Chartfield String Type *</p> <p>Hospitality Related - Single Chartfield String</p> <p>Hospitality Specific Account Number *</p> <p>Select</p> <ul style="list-style-type: none"> 622901 Hospitality - ORSP Award 622902 Hospitality - ORSP Participants 660922 Hospitality - Employee Only 660923 Hospitality - w/Official Guest <p>Class Code</p> <p></p> <p>Project ID</p> <p></p> <p>Total Requisition Amount *</p> <p>Please enter the total amount for this purchase.</p> <p></p>
<p>17L</p>	<p>Workflow- if you select EH&S Related – Only the Hazardous Material Purchase Account Codes will populate. Please note: Choose this is only one chartfield is being used</p>	<p>Chartfield String Type *</p> <p>EH&S Related</p> <p>EH&S Specific Account number *</p> <p>Select</p> <ul style="list-style-type: none"> 660968 - Hazardous Material Purchases
<p>17M</p>	<p>Workflow- if you select multiple chartfield strings: please provide the complete breakdown by chartfield.</p> <p>For example: a \$5000 purchase \$2500- 613001/SO100/3067/0000/0000/40280 \$2500- 613001/SO100/3060/0000/0000/60258</p> <p>*** You must always use the following format- Account Number/Fund Number/Dept ID/Program/Class- Project ID</p> <p>For hospitality related purposes please use one of the following</p>	<p>Chartfield String Type *</p> <p>Multiple Chartfield Strings</p> <p>Multiple Chartfield Strings</p> <p>Please provide the amount and completed CFS chartfield string in this format - Account Number/Fund Number/DeptID/Program/Class/Project ID</p> <p>Please put "0" or "NA" for category that is not applicable.</p> <p>Example: \$5,000 purchase \$2500 613001/SO100/3067/0000/0000/40280 \$2500 613001/SO100/3060/0000/0000/60258</p> <p></p>

	<p>hospitality account codes: 622901- ORSP Award 622902- ORDP Participants 660922-Employee Only 660923- Official Guest</p> <p>For EH&S related purposes please use the following EH&S account code: 660968</p>	
18	<p>If ORSP Subaward is selected under Requisition Type in Section B – Start from Step 17.</p>	<p>Requisition Type * COMMODITY examples: equipment/computer/office supplies/athletics supplies/containers... SERVICE examples: consultant/rental/printing or mailing/any license access fee, any subscription/membership, web access/design..</p> <p><input type="radio"/> Commodity <input type="radio"/> Service <input checked="" type="radio"/> ORSP Subaward</p>
18A	<p>ORSP Workflow- All workflow for “Services” will apply plus the ORSP Funding Source. Select one of the funding sources.</p>	<p>ORSP Funding Source Please select one funding source if a "Q fund" is used</p> <div data-bbox="727 919 1507 1108"> <input type="text" value="Select"/> <ul style="list-style-type: none"> Federal State Others </div>
18B	<p>ORSP Workflow- if you select Hospitality Related: the account section will offer you a drop down of just the hospitality related account codes. Select one of the ORSP account code</p>	<p>Chartfield String Type * Hospitality Related - Single Chartfield String</p> <p>Hospitality Specific Account Number *</p> <div data-bbox="727 1255 1474 1486"> <input type="text" value="Select"/> <ul style="list-style-type: none"> 622901 Hospitality - ORSP Award 622902 Hospitality - ORSP Participants 660922 Hospitality - Employee Only 660923 Hospitality - w/Official Guest </div>

Section D. Required Submittals

<p>19</p>	<p>Conditional Purchase- Many EREQ's require additional documentation or approvals before purchase can take place.</p> <p>You may select as many of these conditional purchases as are applicable to your EREQ. Each selection will result in workflow and direction on how to complete your EREQ.</p>	<p>Conditional Purchase Select item(s) that is applicable to this purchase. Contingent upon the item(s) selected, one or more of the required submittals will be required as part of the EREQ submittal.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Select ▼</p> <ul style="list-style-type: none"> Information Technology Related Purchase (IT Cert) Drone or Drone Kit Hospitality Independent Contractor Review Environmental Health & Service (EH&S) Gift Card Purchase Marketing/Advertising/Social Media Web/Website Design Conference/Training Registration (Online or On Site) Local Car Rental (Sonoma County) Vehicle/Cart Purchase or Repair Service </div>
<p>19A</p>	<p>Workflow- If Information Technology (IT) is selected then an additional field will populate which has two required fields.</p> <ul style="list-style-type: none"> • An IT Certification is required • If, this is a cloud related purchases then the Cloud Use Data Security Checklist also is required 	<p>IT Certification (IT Cert) * Applicable for all Information Technology related purchase including online subscription, free database access, free short term trial, web design and anything downloadable. For detailed information and IT cert process, please go to SSU IT website - https://it.sonoma.edu/forms/it-certification-form.</p> <p>Check the box below if IT Certification is applicable and approved IT cert (the entire IT footprint email string) must be uploaded to the "Required Submittal File Upload Box" below.</p> <p><input type="checkbox"/></p> <p>Cloud Use Data Security Checklist (part of the IT cert) * Select "Yes" if this a cloud related purchase and data security checklist is included in the approved IT cert.</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>

19B	Workflow- If Drone or Drone Kit is selected then an additional field will populate, which is required.	<p>Drone or Drone Kit Purchase and Use Review * Applicable for all purchase and use of Drone or Drone Kit. For more information, please go to SSU ORSP website - https://orsp.sonoma.edu/research-compliance/unmanned-aerial-vehicles-or-systems-uav-or-uasdrones.</p>
19C	Workflow- If Hospitality is selected then an additional field will populate, which is required.	<p>Hospitality * Please refer to the hospitality policy at Financial Service's website - https://finance.sonoma.edu/accounts-payable/forms.</p> <p>Check the box below if Hospitality is applicable and a completed/signed hospitality form must be uploaded to the "Required Submittal File Upload Box" below.</p> <input type="checkbox"/>
19D	Workflow- If Independent Contractor Review is selected then an additional field will populate, which is required.	<p>Independent Contractor Review (ICR) * Applicable when vendor is an "individual" not a company. (For example John Smith or John Smith dba Zero Waste LLC). ICR form can be found at HR's website - http://web.sonoma.edu/hr/es/.</p> <p>Check the box below if ICR is applicable and approved ICR must be uploaded to the "Required Submittal File Upload Box" below.</p> <input type="checkbox"/>
19E	Workflow- If Environmental Health & Safety (EH&S) is selected then an additional field will populate, which is required.	<p>Environmental Health & Safety (EH&S) Approval * Applicable to all hazardous material/chemical purchase. For definition of hazardous material and approval process, please go to EH&S website - http://ehs.sonoma.edu/hazardous-material-procurement/hazardous-material-procurement-program.</p> <p>Check the box below if this is EH&S related purchase and a completed and signed EH&S material purchase approval form must be uploaded to the "Required Submittal File Upload Box" below.</p> <input type="checkbox"/>
19F	Workflow- If Gift Card Purchase is selected then two additional fields will populate, which are both required.	<p>Hospitality * Please refer to the hospitality policy at Financial Service's website - https://finance.sonoma.edu/accounts-payable/forms.</p> <p>Check the box below if Hospitality is applicable and a completed/signed hospitality form must be uploaded to the "Required Submittal File Upload Box" below.</p> <input type="checkbox"/> <p>Gift Card Form * Required when any gift card is provided to an employee, or one or more gift cards totaling over \$50 are provide to non-employees. Form and process can be found at https://finance.sonoma.edu/forms.</p> <p>Check the box below if this is a gift card related purchase and a completed gift card form must be uploaded to the "Required Submittal File Upload Box" below.</p> <input type="checkbox"/>
19G	Workflow- If Marketing/Advertising/Social Media Use is selected then an additional field will populate, which is required.	<p>Strategic Communication Approval * Applicable to all advertising, marketing, use of social media, web or website design, printing and mailing of flyers, books, programs. Please go to Strategic Communication website for details - https://stratcomm.sonoma.edu/.</p>

19H	Workflow- If Web/Website Design is selected then three additional fields will populate, all three are required.	<p>IT Certification (IT Cert) * Applicable for all Information Technology related purchase including online subscription, free database access, free short term trial, web design and anything downloadable. For detailed information and IT cert process, please go to SSU IT website - https://it.sonoma.edu/forms/it-certification-form.</p> <p>Check the box below if IT Certification is applicable and approved IT cert (the entire IT footprint email string) must be uploaded to the "Required Submittal File Upload Box" below. <input type="checkbox"/></p> <p>Cloud Use Data Security Checklist (part of the IT cert) * Select "Yes" if this a cloud related purchase and data security checklist is included in the approved IT cert. <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Strategic Communication Approval * Applicable to all advertising, marketing, use of social media, web or website design, printing and mailing of flyers, books, programs. Please go to Strategic Communication website for details - https://stratcomm.sonoma.edu/.</p> <p>Check the box below this is applicable and an email approval from Strategic Communication office must be uploaded to the "Required Submittal File Upload Box" below. <input type="checkbox"/></p>
19I	Workflow- If Conference/Training Registration for in person or virtual or if Local Car Rental (Sonoma County) is selected then an additional field will populate, which is required.	<p>Procard Use for University Travel Related Expenses * As of today, all University travel are suspended unless a presidential approval is obtained. For any online/virtual training, conference or seminar registration, a Procard Use for University Travel Related Expenses is required. Detailed information and form can be found at - http://web.sonoma.edu/seawolfservices/forms/index.html</p> <p>Check the box below if this is applicable and a Procard Use for University Travel Related Expenses form must be uploaded to the "Required Submittal File Upload Box" below. <input type="checkbox"/></p>
19J	Workflow- If Vehicle/Cart Purchase or Repair Service is selected then an additional field will populate, which is required.	<p>Facility Management Fleet Operation Approval * Check the box if this is a vehicle/cart purchase or repair service and approval from Facility Management must be uploaded to the "Required Submittal File Upload Box" below. Please contact Mark Utaird at Mark.Utaird@sonoma.edu if you have any question. <input type="checkbox"/></p>
20	Make sure to attach all quotes, proposals and contract documents	<p>Quote/Proposal/Vendor Contract Check the box below if there is a vendor quote, proposal or contract and the document must be uploaded to the "Required Submittal File Upload Box" below. <input type="checkbox"/></p>
21	Make sure to include vendor's website link if applicable to this purchase.	<p>Vendor's website link Provide the correct and complete website link here if applicable. For multiple website links, please make sure the links are separated.</p> <div data-bbox="743 1417 1507 1852" style="border: 1px solid black; height: 200px; width: 100%;"></div>

22	Make sure to include any notes here to assist the buyer in completing your EREQ.	<p>Notes Provide any information that will assist the buyer in completing your purchase or contract.</p> <div data-bbox="753 247 1500 474" style="border: 1px solid #ccc; height: 100px;"></div>
23	Make sure to include all required uploads for this EREQ.	<p>Required Submittal File Upload Please upload all required submittals here. Each required submittal should be a separate file attachment. The file name should be clear and easy to identify. For example, DOA Approval.pdf or IT Cert.pdf, hospitality.pdf.....</p> <div data-bbox="753 583 1500 684" style="border: 1px dashed #ccc; padding: 10px; text-align: center;"> Drag and drop files here or browse files </div>
24	If you are the Requestor, you will receive a copy of the EREQ with assigned EREQ number. You can check this box and put a different person's email address so that person can receive a copy of this EREQ without assigned EREQ number.	<p><input checked="" type="checkbox"/> Send me a copy of my responses</p> <p>Email address</p> <div data-bbox="753 814 1500 856" style="border: 1px solid #f00; height: 20px;"></div> <p>❗ This field is required</p>
25	Click Submit	