



## DOING BUSINESS WITH CSUSM

Thank you for your interest in doing business with California State University San Marcos (CSUSM). CSUSM was founded in 1989 as the 21<sup>st</sup> campus in the 23-campus California State University system. CSUSM enrollment is over 16,000. CSUSM is located in northern San Diego County on a 304-acre hillside overlooking the city of San Marcos.

All suppliers interested in working with CSUSM are required to complete a payee data record (Form 204). Please read the following to ensure you understand supplier guidelines and requirements prior to submitting the payee data record. The payee data record is in an Adobe Sign workflow at: <https://www.csusm.edu/fs/ap/index.html>.

For more information about CSUSM Procurement Operations, please visit: <https://www.csusm.edu/procurement/procurementservices/index.html>.

For more information about CSUSM Accounts Payable, please visit: <https://www.csusm.edu/fs/ap/index.html>.

For more information about CSUSM Corporation, please visit: <https://www.csusm.edu/corp/businesssvcesandfinance/corpprocurement/index.html>

### **SUPPLIER GUIDELINES:**

1. Commencement of Services. Supplier shall not provide goods or services until Contractor has received a fully executed Contract or a Purchase Order and been given written approval to proceed.
2. Invoices. Invoices shall reference a valid purchase order number. Invoices must match the purchase order, or they cannot be matched and paid, which can cause delays in payment. Any PO or Contract revisions must be authorized in writing by Procurement Operations. CSUSM reserves the right to delay, withhold, or refuse payment for goods or services provided without a purchase order or contract signed by Procurement Operations or receipt of a completed payee data record.
3. Payee Data Record. The State of California requires that every contractor or supplier complete the payee data record (Form 204) in order to receive payment.
4. Delegation of Authority. CSUSM Faculty and Staff are not authorized to sign contracts or otherwise obligate university resources. Contracts for services or materials must be reviewed, approved, and signed by Procurement Operations.

5. Gifts/Gratuity. University employees are prohibited from receiving any gift or gratuity as a result of the award of any purchase or contract to ensure fair and ethical practices.
6. General Provisions. The CSU General Provisions govern purchases made by CSUSM. The CSU General Provisions can be found at: <https://www.calstate.edu/csu-system/doing-business-with-the-csu/contract-services-and-procurement/Pages/vendor-resources.aspx>. CSUSM Corporation General Terms and Conditions can be found at: [https://www.csusm.edu/corp/businesssvcesandfinance/policies\\_proc\\_forms/generalprovisions.html](https://www.csusm.edu/corp/businesssvcesandfinance/policies_proc_forms/generalprovisions.html).
7. Fair and Open Competition. It is the policy of the CSU to promote fair and open competition to the maximum extent possible. Acquisitions equal to or greater than \$50,000 require a solicitation process. The CSUBUY portal provides a list of open, closed, and awarded formal solicitations for goods and services across the twenty-three campuses of the CSU and the CSU Office of the Chancellor. CSUBUY Portal: <https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=CalState>.
8. CSUSM Public Works opportunities are posted on PlanetBids at <https://psp.planetbids.com/g/81563/>.

**CONFLICT OF INTEREST:**

Supplier certifies that Supplier has no personal or financial interest and no present or past employment activity which would be incompatible or create a conflict with their ability to conduct business with the CSU or CSUSM.

Supplier fully understands and agrees to immediately disqualify themselves as soon as they are aware of a conflict of interest that may compromise their fair and impartial ability to conduct business with CSUSM.

In the event that a conflict of interest exists CSU requires a Statement of Economic Interests (California Form 700) to be filed by any Supplier who is involved in the making or participation in the making of decisions which may foreseeably have a material effect on any CSU financial interest.

**CSUSM INSURANCE REQUIREMENTS:**

CSUSM Insurance requirements can be located at the following link:

<https://www.csusm.edu/procurement/procurementservices/informationforvendors.html>. Valid insurance and endorsements must be received prior to the commencement of services.