



Acquisition Matrix

Contract Services and Procurement

ADMIN BUILDING RM 23A

707-654-1086 – ldineen@csum.edu

	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

[Type here]

	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

[Type here]

	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