

From: [Jill Heath](#)
To: pcbodist@covote.csusm.edu
Subject: [Pcbodist] Announcing Procurement & Contracts New Weekly Office Hours
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Attachments: [ATT00001.txt](#)



Partners in Campus Business Operations Announcing Procurement & Contracts New Weekly Office Hours

Sent On behalf of: Procurement & Contracts

Hello Campus Community,

Stuck on how to buy goods or services? Not sure what paperwork you need to submit with your requisitions? Need some personalized guidance on procurement and contracts processes? New on campus or just have some questions? Come to our new weekly office hours for answers!

Every Thursday, our knowledgeable and friendly team members will be available to answer questions and help guide you on all aspects of purchasing. Drop in with your questions, problems or just to say hi.

PROCUREMENT & CONTRACTS OFFICE HOURS	
Day	Every Thursday
Time	1:00 pm - 1:45 pm
Location	https://csusm.zoom.us/j/89855094877

The Zoom link, date, and time can also be found on our website at:
<https://www.csusm.edu/procurement/procurementservices/index.html>.

As always, feel free to reach out any time by phone or email with any questions.

Thank you,

Procurement & Contracts

760-750-4450

procurementservices@csusm.edu