

From: [Jill Heath](#)
To: pcbodist@covote.csusm.edu
Subject: [Pcbodist] Request for (Purchasing) Approval (RFA) Sunsets
Date: Monday, August 1, 2022 2:38:00 PM
Attachments: [ATT00001.txt](#)



Partners in Campus Business Operations

Request for (Purchasing) Approval (RFA) Sunsets

Sent On behalf of: Brittani Brown, Associate Vice President of Administration, FAS

Effective 08/01/2022, the Request for Approval (RFA) form and process will sunset, and we will implement an accountability model utilizing reporting and analysis. To ensure that spending is in alignment with operational need and budget limitations, we will provide quarterly reports for purchases above \$10k to the President's Administrative Team. Reporting allows campus administration to review trends with a more holistic view of operational activity. The expectation remains that departments are accountable for spending within budget limits and aligning with the university mission.

Over the next week, FAS will remove references to RFA's from guidelines, website, and forms.

Thanks,

Brittani Brown

Associate Vice President of Administration
California State University San Marcos
Office of the Vice President | Finance and Administrative Services
760-750-4955 | www.csusm.edu/fas