



P2P Newsletter - June 2025 – Important Reminders

Hello, P2P Requestors,

As we approach the close of Fiscal Year 2024–2025, the Procurement Office, in collaboration with Accounting, would like to share several important updates and reminders to support your purchasing and financial activities during this critical period.

Please take a moment to review the following guidance to ensure timely processing, compliance with CSU policy, and a smooth transition into the new fiscal year.

Hospitality Form & Expenditure Transfer Reminder

If you submit a requisition on a Hospitality Form in P2P, please note that approval by the DOA Approver is specific to the chartfield listed on the requisition/PO. If you need to move the expense to a different chartfield string (BU, Fund and/or Dept ID), then you will need to process and submit a new Hospitality Form from the Campus Forms gateway with the Expenditure Transfer/Journal Entry that includes the authorized signature of the DOA Approver for that chartfield string.

Marketplace Update – Punchout Reminder

As a reminder, Punchout suppliers (e.g., Amazon, Staples, etc.) are currently unavailable in P2P until July 2, 2025. In the meantime, please use the [CSUB Marketplace](#) to make purchases from punchouts utilizing your ProCard. If you are new to using the Marketplace, please email [procurement@csub.edu](mailto:procurement@csub.edu) with the subject line "New User to Marketplace" to ensure your card is properly configured for checkout.

Helpful Reminders & Best Practices

- To support accurate and efficient ordering, please keep the following in mind:
- Review commodity and account codes carefully.
    - Although commodity codes may trigger the correct account code an improper commodity code may trigger unnecessary receiving delaying voucher processing.
    - The high-risk commodity codes below will require a receipt to be entered by Shipping and Receiving.

CSUBUY P2P: Receiving Requirements

**2-Way Match**

Receipt NOT Required.

**PO Owner Approval (Verify Received)**

- The PO Owner approves the voucher **IF**:
  - It is **NOT** an Asset Item
  - It is **NOT** a High-Risk Commodity (below)
  - It is **NOT** identified as "Receiving Required"

**3-Way Match**

Receipt Required.

**Receipt Requirement**

- A receipt is required **IF** the item falls into any of these categories:
  - Asset Item
  - High-Risk Commodity (below)
  - Identified as "Receiving Required"
- Hold for Receiving will remain at 30 days

**High Risk Commodities**

100004 Group II Capital Assets	105002 Equipment	105003 Vehicles	105004 Farm Equipment
115002 IT Hardware	150003 Works of Art	150006 Controlled Substances	150019 Weapons
180002 Library Books (Library Only)	180003 Library Serials (Library Only)	180004 Library Periodicals (Library Only)	

- A list of available Commodity Codes and common operating expense accounts is available on the [Procurement website](#).
- Visit the [Helpful Reminders Webpage](#) for quick tips, common errors to avoid, and policy guidance on using P2P and the Marketplace.

Thank you for your efforts and contributions to the success of P2P over the past year. We look forward to another fiscal year of collaboration and continued improvement in our procurement processes to better serve the campus community.