



P2P Newsletter

Hello P2P Requestors,

Thank you to everyone who attended our training sessions last week! We appreciate your engagement and participation as we prepare for a successful fiscal year-end.

Missed a Session?

Recordings of both the **Fiscal Year-End (FYE)** and **Submitting a ServiceNow Ticket in P2P** trainings are now available for those who were unable to attend.

You can also visit the [Fiscal Deadlines and Renewals webpage](#) for additional information about FYE.

[Submitting a Service Now Ticket in P2P Training Video](#)

Please be advised, the csubuy@csub.edu email address will be decommissioned after July 1, 2025, and all issues related to P2P will have to be submitted via ServiceNow ticket. This will allow for increased data visibility at the CO to improve the P2P system.

Updated Year-End (YE) Deadline – Purchase Requisitions with ALL REQUIRED APPROVALS

To ensure timely processing, please submit requisitions with all required approvals by the following deadlines:

BK001 Funded Orders:

- **\$5,000 or under** – Submit by **May 29, 2025**

Non-BK001 Funded Orders (including Public Works):


- **\$25,000 or under** – Submit by **May 29, 2025**

Amazon Purchases – Please Review Before Submitting

Please be aware that some Amazon third-party vendors are charging shipping fees that **exceed the cost of the item itself**.

Before placing an order:

- Carefully **review shipping costs at checkout**
- **Avoid vendors** with poor ratings or negative reviews
- Contact Procurement if you are unsure whether the item should be purchased from another source

 *Example: A vendor advertised "free shipping" but charged \$39.99 for shipping a \$9 item.*

Help us preserve campus resources by taking a moment to verify order totals before submitting.

If you have questions about year-end procedures or purchasing guidelines, please reach out to **procurement@csub.edu**.

Thank you,

Procurement, Contracts, and Distribution Services