



# P2P Newsletter

Hello P2P Requestors,

## Open Labs

Join us on **Tuesday, May 6 & May 20 at 9:00 A.M.** using the regular Zoom link: [\[Zoom Link\]](#) (recurs every other Tuesday).

---

## Year-End (YE) Training

The Year-End Training will cover key deadlines and instructions for submitting blanket POs for the upcoming fiscal year.

### Year-End (YE) Training – Rescheduled Sessions

- **Tuesday, May 6 at 3:00 P.M.:** [\[Zoom Link\]](#)
- **Wednesday, May 7 at 10:00 A.M.:** [\[Zoom Link\]](#)

Click [here](#) to register for one of the Year-End (YE) Training Sessions.

## Year-End Deadlines

- **May 8**
  - *BK001*: Requisitions ≥ \$5,000
  - *Non-BK001*: Requisitions ≥ \$25,000 (includes Public Works)
- **May 29**
  - *BK001*: Requisitions < \$5,000
  - *Non-BK001*: Requisitions < \$25,000

## New Fiscal Year (2025–26) Orders

- **Starting June 2:** Begin submitting requisitions for July release
  - Set accounting date to **July 1, 2025**
  - Add comment: “PO is for FY 2025–26”
- **July 3:** New FY POs released
  - Urgent? Contact Procurement with justification
- **June 2–July 2:** *No punchout orders* in P2P (Staples, Amazon). Use Marketplace and follow ProCard deadlines.

## Annual Renewals & Blanket POs

- Submit starting **June 2**
  - Accounting date: July 1, 2025
  - Add comment: “Annual renewal or Blanket PO for FY 2025–26”
  - Include **2 lines**: one taxable, one non-taxable

- After **July 3**, accounting date no longer required

---

## ServiceNow Support Transition

- The Chancellor’s Office P2P Core Team requests that all P2P issues be submitted via ServiceNow. This transition allows for improved data tracking and ongoing system improvements.

All tickets will first be triaged at the campus level.

If the issue cannot be resolved locally, it will be escalated to the CO Core Team for resolution.

### ServiceNow Training Sessions

Tuesday, May 6 at 9:00 A.M.: [\[Zoom Link\]](#)

Thursday, May 8 at 2:00 P.M.: [\[Zoom Link\]](#)

Click [here](#) to register for one of the ServiceNow training sessions.

Procurement will keep [CSUBUY@csub.edu](mailto:CSUBUY@csub.edu) active through July 1, 2025, to assist with year-end processing. After this date, the inbox will be decommissioned.

Thank you.