

# **DIVISION OF BUSINESS & FINANCIAL AFFAIRS**

## **COVID-19 BRIEFING**

March 20, 2020

Unit: Financial Services

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### **ACTION:**

Notify Divisions to take cost mitigation measures.

### **BACKGROUND AND POLICY ISSUE(S):**

Effective the week of March 16, 2020, CSUCI moved to a virtual learning and telecommuter working environment. As we continue to navigate the COVID-19 crisis and take stock of the effect this has had on our campus community and the operations of CSUCI, it is important that leaders of each business unit review all of their open Purchase Orders to determine whether the need for the content of these orders still exists or will exist in the short term to mitigate unnecessary costs. All non-essential or non-critical purchases should be cancelled.

By COB Monday, March 23, 2020, Procurement team contract specialists will be sending to the original requisitioners in each Division a list of open orders for review. Divisions should respond with a determination as soon as possible. The Procurement Unit will make the cancellations within the relative terms and conditions of the Purchase Order.

At this time, Divisions should refrain from raising purchase requisitions for non-essential or non-critical goods and services.

### **RECOMMENDATION:**

Approve cost mitigation measures related to open and future Purchase Orders. Effective immediately.

### **SUPPORTING DOCUMENTATION:**

California State University Business Continuity Program; EO 1014

<https://calstate.policystat.com/policy/6589445/latest/>