



Policies and Procedures Committee  
April 14, 2026 | 12:00pm  
Student Chambers (SUN-3305)  
<https://csusb.zoom.us/j/82643030258>

## **AGENDA**

1. Call to Order
2. Roll Call
3. Approval of Minutes
  - a. March 19, 2026
4. Open Forum
5. Adoption of Agenda

### **New Business**

PC 18/26      Review and Approval of Procurement & Contracting Policy Revisions (Action, Del Rossi)

### **Announcements**

### **Adjournment**



**Policies and Procedures Committee**  
**March 19, 2026 | 12:00pm**  
**Student Chambers (SUN-3305)**  
**Zoom: <https://csusb.zoom.us/j/82643030258>**

**MINUTES**

- Members Present:** Anjali, Sukhpreet Kaur, Mark Oswood, Diego Rendon,
- Members Absent:** Katie Wallen, Robinpreet Waraich
- Staff Present:** Vilayat Del Rossi, Elizabeth Junker, Maria Elena Najera-Neri
- Call to Order:** The meeting was called to order at 12:10pm
- Roll Call:** A verbal roll call was conducted. Quorum was met.
- Approval of Minutes:** M/S Oswood/Kaur; motion to open approval of minutes from February 19, 2025.  
*Motion passed.*
- Open Forum:** No public comments.
- Adoption of Agenda:** M/S Kaur/Oswood; motion to open adoption of agenda for March 19, 2026.  
*Motion passed.*

**NEW BUSINESS:**

PC 16/26 SMSU Bylaws Amendments Proposal (Action, Del Rossi)

M/S Oswood/Kaur; motion to open PC 16/26 SMSU Bylaws Amendments Proposal.

The committee reviewed PC16-26, SMSU Bylaws Amendments Proposal, which reflects prior discussions and incorporates a comprehensive legal and compliance review to ensure alignment with California Education Code and CSU requirements. Interim Executive Director Del Rossi confirmed that no substantive changes were made since the previous review, aside from minor grammatical edits, and highlighted that the revisions improve governance clarity, audit oversight, transparency, and delegated authority. A reorganized version of the bylaws, including a table of contents, was also provided for improved readability. The committee discussed implementation timelines and future related policy updates, including conflict of interest and scholarship policies,

and acknowledged that the bylaws will require two readings and a two-thirds vote at the board level. Members expressed support for the proposal and appreciation for the thorough review process.

**ROLL CALL VOTE:**                      3- In-Favor    0 - Opposed    0 – Abstention  
*Motion passed.*

PC 17/26      Review and Approval of Bidding Policy Revisions (Action, Kinnally)

M/S Oswood/Kaur; motion to open PC 17/26 Review and Approval of Bidding Policy Revisions.

The committee reviewed proposed updates to the SMSU bidding and procurement policy, noting that revisions were necessary to ensure compliance with newly updated CSU systemwide procurement requirements effective in 2026. The proposal established clearer procurement thresholds based on dollar amounts, strengthened competitive bidding expectations, and introduced additional documentation requirements to promote transparency, accountability, and responsible stewardship of student funds. The policy also clarified processes for working with campus partners on large projects and outlined procedures for sole source procurements.

During discussion, members suggested minor clarifications to the language, including ensuring that sole source procurements above \$10,000 require committee review and approval, and that procurement terminology (e.g., RFP/IFB) be clearly defined. These revisions were accepted and incorporated into the final version. With no further discussion, the committee proceeded to approve the updated bidding policy as revised.

**ROLL CALL VOTE:**                      3- In-Favor    0 - Opposed    0 – Abstention  
*Motion passed.*

### **Announcements**

- No announcements shared by committee members.

### **Adjournment**

M/S Kaur/Oswood; motion to adjourn meeting at 12:49pm.  
*Motion passed.*

Reviewed and respectfully submitted by:

\_\_\_\_\_  
Anjali, Committee Chair

\_\_\_\_\_  
Date

Supersedes: Financial Policies Manual procurement, purchasing, bidding, contracting, receiving, and related disbursement provisions

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO  
SANTOS MANUEL STUDENT UNION  
FINANCE POLICY**

**SUBJECT:** Fiscal Policy 105; Procurement and Contracting

**REFERENCE:** SMSU Financial Policies Manual; SMSU Operating Agreement; SMSU Bidding Policy; SMSU Procurement Card Policies and Procedures; SMSU Accessible Procurement of Information and Communications Technologies Policy; SMSU Records Retention Policy; CSU Auxiliary Organizations Compliance Guide; California Education Code §§ 89900, 89904, 89906–89908; CCR Title 5 §§ 42401, 42402, 42500; ICSUAM Section 8000; CSU Executive Order 1111; applicable CSUSB procurement, contracting, risk management, accessibility, privacy, and information security requirements

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## **Policy:**

SMSU shall procure goods and services only for authorized auxiliary purposes and in a manner consistent with applicable law, CSU requirements, CSUSB requirements, the SMSU Operating Agreement, board-approved delegations of authority, and sound business practices. Procurement activity shall be conducted through fair, transparent, documented processes that promote best value, protect public trust, and withstand audit review.

All procurement requests shall be initiated through the campus-approved procurement or procure-to-pay system, or through another approved administrative process in effect at the time of the transaction.

Purchases shall not be split, phased, subdivided, or otherwise structured for the purpose of avoiding required competition, review, approval, purchase order issuance, contract execution, or other internal controls.

A direct purchase, reimbursement, check request, procurement card transaction, or any other payment method shall not be used to circumvent required procurement controls, bidding requirements, written contracts, accessibility review, information security review, insurance requirements, or delegated approval authority.

Procurement cards may be used only in accordance with the SMSU Procurement Card Policies and Procedures, and card use does not exempt a transaction from any otherwise applicable competition, contract, accessibility, privacy, security, receiving, or documentation requirement.

Competition requirements, quote thresholds, bidding methods, and related exceptions shall

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follow the current SMSU Bidding Policy and applicable campus procurement requirements in effect at the time of the transaction.

SMSU intentionally avoids hard-coding administrative system names and bid thresholds into this Board policy so the policy remains current when campus systems, thresholds, or procedures are updated.

Only individuals with written delegated authority may approve requisitions, sign contracts, execute purchase orders, approve invoice payment, or otherwise bind SMSU. Delegations shall be documented in writing, maintained by the responsible office, communicated to Auxiliary Accounting and other required campus offices, and updated promptly when responsibilities change.

To the maximum extent practicable, procurement duties shall be segregated so that requesting, approving, ordering, receiving, reconciling, and payment authorization functions are performed by different individuals. When staffing limitations prevent full segregation, a documented compensating review shall be required.

No employee, student employee, volunteer, committee member, or Board member may commit SMSU to a purchase, contract, order, subscription, renewal, or other obligation before all required review and approval steps are complete. Unauthorized commitments may be denied payment, may require formal exception review or ratification, and may result in personal liability and disciplinary action to the extent permitted by law and policy.

All procurement activity shall be supported by a legitimate business purpose, an identified funding source, and sufficient available budget authority.

SMSU shall not use its separate legal status, funding source, reimbursement process, card program, or any other procurement method to avoid campus, CSU, or legal requirements that would otherwise apply to the transaction.

Individuals participating in procurement activity shall act impartially and in the best interests of SMSU. Board members, officers, employees, and other participants shall disclose actual, potential, or perceived conflicts of interest and shall recuse themselves from procurement decisions in which they have a disqualifying financial or personal interest.

SMSU shall not knowingly enter into a contract or procurement arrangement that is inconsistent with applicable conflict-of-interest laws, auxiliary governance requirements, or campus compliance requirements.

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**Standard:**

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SMSU procurement activity shall comply with applicable federal and state law, California Code of Regulations title 5, California Education Code provisions governing CSU auxiliary organizations, the CSU Auxiliary Organizations Compliance Guide, the SMSU Operating Agreement, current CSUSB procurement and contracting requirements, and related SMSU Board policies.

SMSU procurement shall be based on best value, price reasonableness, responsiveness to specifications or scope of work, required compliance reviews, and any sourcing criteria established for the procurement method used.

Sole-source procurements shall require written justification demonstrating why the source is unique or otherwise the only reasonable source, why competition is not practicable, and why price and terms are fair and reasonable.

Emergency procurements shall be limited to the scope and duration necessary to address an immediate threat to health, safety, essential operations, property, or legal compliance. Emergency procurements must be documented and reviewed promptly after the fact for compliance and corrective action, if needed.

Services, software subscriptions, equipment leases, rentals, consultants, performers, speakers, independent contractors, event service providers, and other non-catalog or non-routine commitments shall be supported by a written contract or other approved written instrument acceptable to SMSU.

No work may begin and no goods or services may be accepted before the required purchase order or fully executed agreement is in place, except where an emergency procurement has been approved in accordance with procedure.

All ICT procurements, including software, SaaS, websites, hosted services, audiovisual systems, hardware, digital tools, and renewals, shall complete required accessibility, privacy, security, and related campus reviews before purchase, contract execution, or renewal.

Procurements involving construction, public works, renovation, facilities maintenance, installation, or physical alteration of campus property shall be coordinated in advance with the appropriate campus procurement and facilities offices and shall comply with applicable bidding, contract, and prevailing wage requirements.

Goods shall be inspected upon receipt, and services shall be certified in writing by the responsible department or official as satisfactorily completed in accordance with the purchase order, contract, or other approved documentation.

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Payment shall not be authorized until SMSU has adequate supporting documentation, which ordinarily includes an approved request, evidence of receipt or service completion, and a proper vendor invoice or equivalent billing document.

Individuals approving payment shall verify budget availability, allowability, receipt or performance, account coding, and compliance with this policy and related procedures.

Equipment and other trackable property acquired with SMSU funds shall be recorded, tagged, safeguarded, inventoried, and disposed of in accordance with SMSU property control requirements and applicable campus asset management requirements.

SMSU shall maintain procurement and contracting records sufficient to demonstrate business purpose, funding, competition or written justification, approvals, contract terms, receipt of goods or services, payment support, and final disposition of the transaction. Such records shall be retained in accordance with the SMSU Records Retention Policy and applicable CSU and campus requirements.

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## Procedure:

### 1. Initiation of Request

The requesting department shall confirm that the proposed purchase or contract supports an approved SMSU purpose and that sufficient budget or other authorized funding is available. The requestor shall identify the procurement type, including goods, services, ICT, consultant or speaker, event service, facilities-related work, public works-related work, or other specialized category.

The request shall be prepared in the campus-approved procurement system or approved administrative form and shall include specifications, scope of work, vendor information, funding source, required dates, quotes or bids where applicable, and a clear business justification.

### 2. Screening for Required Review

Before a vendor is directed to proceed, the request shall be routed for all required specialty reviews, including but not limited to ICT accessibility, information security, privacy, risk management, insurance, facilities, public works, branding, hospitality, travel, or grant or donor restriction review, as applicable.

The responsible office shall determine whether the transaction requires an independent contractor review, written contract, campus rider, data protection addendum, insurance certificate, or other special review or documentation.

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### 3. Competition and Source Selection

The responsible office shall apply the current SMSU Bidding Policy and any applicable campus procurement requirements to determine whether the transaction requires informal quotes, written bids, formal bidding, or another approved sourcing method.

No purchase shall be divided into smaller transactions to avoid competition or approval requirements.

For sole-source requests, the requestor must complete a written justification explaining the uniqueness of the source, why competition is not practicable, and why the proposed cost is fair and reasonable.

For emergency procurements, management must document the nature of the emergency, the reason normal processing could not be used, the selected vendor, the basis for price reasonableness, and the post-purchase compliance review.

### 4. Approval and Commitment

All approvals required by delegated authority, the Board, the Finance and Contracts Committee, campus procurement, or other reviewing office must be obtained before a vendor is instructed to proceed.

The required purchase order or fully executed contract must be issued before performance begins or goods are delivered, except where an approved emergency exception applies.

No employee may sign a vendor quote, proposal, click-through term, order form, amendment, renewal, or other agreement unless that employee possesses written delegated authority to bind SMSU.

### 5. Receiving and Performance Verification

Upon delivery, the responsible department shall inspect goods for quantity, condition, and conformity with the approved order.

For services, the responsible department or official shall certify in writing that the services were satisfactorily completed and consistent with the contract or purchase order.

Shortages, damage, nonconforming performance, disputed charges, or incomplete services shall be reported promptly to the responsible business office or procurement contact.

### 6. Invoice Review and Payment

Invoices shall be submitted through the approved payment process together with receiving documentation, service-completion certification, and any other required supporting materials.

Effective: **xx-xx-xxxx**

Updated: **xx-xx-xxxx**

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The approver shall verify account coding, funding, compliance with procurement requirements, mathematical accuracy, and required support before approving payment.

Procurement card transactions shall be reconciled timely by the cardholder and independently reviewed and approved in accordance with the SMSU Procurement Card Policies and Procedures.

## 7. File Retention and Monitoring

A complete procurement file shall be maintained in the approved record location and shall include the request, quotes or bids, justifications, approvals, contract or purchase order, receiving support, invoice, payment record, and any exception documentation.

Procurement and contracting records shall be retained in accordance with the SMSU Records Retention Policy, applicable CSU and campus retention schedules, audit requirements, grant or donor restrictions, and litigation hold obligations.

The responsible office shall monitor procurement exceptions, sole-source activity, card usage, recurring control issues, and training needs, and shall report material concerns through appropriate management, committee, Board, campus oversight, or audit channels as warranted.