

Campus Ordering Instructions

Campuses participating in this Agreement will follow the following instructions to obtain services.

Step 1

Contact Drew Jones, he will discuss the services your campus is interested in obtaining.

Drew Jones
Special Assistant/SW Compliance for Public Safety
562-951-4051
djones@calstate.edu

Step 2

Mr. Jones will communicate with Clery Center for Security On Campus regarding the campus interest and participation details.

Step 3

Clery Center will draft a Scope of Work for that specific campus, detailing the services that are being requested, the cost, the dates of services, and other pertinent information.

Step 4

Clery Center will forward the Scope of Work to Mr. Jones for processing.

Step 5

Mr. Jones will submit a requisition and Scope of Work to Nicholas Salcido, Buyer II, at the Chancellor's Office for processing.

Step 6

Mr. Salcido will issue a Purchase Order on behalf of the campuses according to the corresponding Scopes of Work. The signed Purchase Order will be sent to Clery Center for processing.

Step 7

Mr. Jones will communicate with Clery Center and campus representatives to schedule services.

PAYMENT

Payment for obtaining services under this Agreement shall be made by the Chancellor's Office, however campuses will reimburse the Chancellor's Office via CPO for all services received. Any questions on reimbursement shall be made to Mr. Jones.