

USDA NIFA AWARD No.2011-38422-31204

Award Title: Watershed Management Experiential Learning for USDA Careers

Lead Agency: Cal State San Bernardino University Enterprises Corporation (FF20717)

Award Period: 09/01/11-08/31/15

Si necesita asistencia en Español por favor comunicarse con Laura Ramos a el correo electrónico lramos@csufresno.edu o numero de teléfono 559-278-2066.

Ordering Supplies for USDA Watershed Management Internships

1. Document the items to be purchased on the Internship Supplies Order Form. Please **write legibly**, because if we can't read it, we can't order it!
2. If you must purchase supplies from more than one vendor, use a separate Supplies Order Form for each vendor. Keep copies of all forms for your reference until the supply order process is complete.
3. Have your internship supervisor (faculty/researcher, or agency supervisor) review your list of supplies and discuss possible options with you in terms of materials and vendors. The **internship supervisor must sign** at the bottom of the Internship Supplies Order Form, giving their consent to the purchase, before any further action is taken.
4. Ask the vendor for a complete **price quote** for all items you need to purchase. Make sure this price quote is on vendor letterhead that includes:
 - a. Vendor name
 - b. Address
 - c. Phone number
 - d. Fax number
 - e. Name of vendor contact
5. Be sure that the price quote includes the following information:
 - a. Item number or ID number
 - b. Quantity
 - c. Description
 - d. Unit Price
 - e. Total (including any taxes and shipping charges)

6. Ask the vendor whether or not they will accept a Purchase Order (P.O.) from University Enterprises Corp at CSUSB (California State University at San Bernardino). Please mark 'Yes' or 'No' on the Supplies Order Form.
7. If the vendor will accept a P.O., email or fax your signed Internship Supplies Order Form(s) to the WRI Project Director for final approval:

Julie Lappin, Program Manager
Water Resources Institute at CSUSB
5500 University Parkway, PL-401
San Bernardino, CA 92407-2397
jlappin@csusb.edu
909-537-3687 (phone)
909-537-7682 (fax)

NOTE: No order form will be processed without *all* required signatures.

8. If the vendor will not accept a P.O., a payment will be processed off of the price quote after your Internship Purchase Order Form(s) receive final approval from the WRI Project Director.
 - a. Email or fax your signed Internship Supplies Order Form(s) to the WRI Project Director (contact info in item #7 above) for final approval.
 - b. A check will be processed in the vendor's name for the exact amount totaled on the price quote.
 - c. Contact the WRI Office directly to discuss arrangements for mailing the vendor check: Water Resources Institute at CSUSB, (909) 537-3687.
9. For any supplies that are shipped from a vendor, keep all shipping documents to verify receipt of all supplies. Then mail all shipping documents associated with one internship in one envelope to:

Julie Lappin, Program Manager
Water Resources Institute at CSUSB
5500 University Parkway, PL-401
San Bernardino, CA 92407-2397
jlappin@csusb.edu
909-537-3687 (phone)
909-537-7682 (fax)

10. If any equipment is purchased, please note it becomes the property of the college (not the student) with final ownership addressed when the USDA closes out the award.
11. All payments will be processed within 7-10 work days.
12. If you need to order supplies through a faculty department or by any other means, contact Julie Lappin directly at the phone number or email address above (item #9).

