**Jill Heath**

**From:** PCBO Subscription <pcbo_subscribe@csusm.edu>
**Sent:** Monday, October 27, 2025 2:30 PM
**To:** pcbodist@coyote.csusm.edu
**Subject:** [Pcbodist] How to Handle $0 Lines on a Requisition
**Attachments:** ATT00001.txt




# How to Handle $0 Lines on a Requisition

Subscribe to the PCBO Mailing List

PCBO Communications Archive

## *Sent on behalf of: Procurement & Contracts*

Hello Campus Community,

**Background**:

Including a line for $0 on a requisition is causing behind the scenes issues on PO's as they try to export from P2P to CFS. In order to eliminate the errors, but still reflect the no cost goods or services on a requisition/purchase order, the following procedure should be followed:

**Process**:

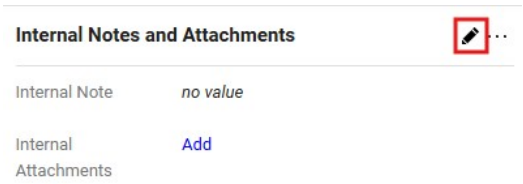
1. If your quote/proposal from the supplier includes a line for no cost goods or services, copy the line item information into the Internal Notes (copy the same information that you would enter as a line to make sure we document the goods or services received for $0):

    a. Sample of a $0 line from a quote:

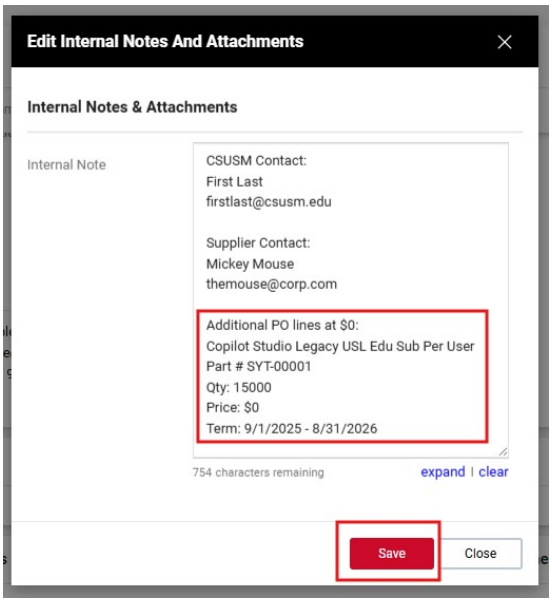
All Prices are in US Dollar (USD)

| | Product | Qty | Your Price | Total |
|---|---|---|---|---|
| 1 | Copilot Studio Legacy USL Edu Sub Per User<br>Microsoft - Part#: SYT-00001<br>Contract Name: CSU - Large Account Reseller (LAR)<br>Contract #: C-CALST-00003890<br>Coverage Term: 9/1/2025 – 8/31/2026<br>**Note:** 12 month | 15000 | $0.00 | $0.00 |

b. While in the requisition, click the pencil next to Internal Notes and Attachments:




c. In the Internal Notes field, along with other required information, include the information for additional PO lines at $0, to match the information on the quote, then click Save. Note that the information from the quote line description is included in full to make it clear what we are receiving.




2. Proceed with the remaining requisition steps then Submit.

3. Once the requisition comes into the Procurement Review queue, the Procurement Specialist will add that information to the External Notes on the PO. This information will be on record and will transmit to the Supplier.

4. Procurement does not have the ability to remove a line from a requisition if a $0 line is accidentally added. Procurement will need to return the requisition for the requestor to adjust based on the above information.

Thank you!
Procurement & Contracts