



Purchasing Newsletter

March 2026

2026 Vendor Fair – "May the Purchasing Force Be With You"

 May 7, 2026 | 10:00 a.m. – 1:00 p.m.

 San Pasqual Walk

Join Purchasing Services for our 2026 Vendor Fair — and yes, it's Star Wars themed! Connect directly with approved suppliers, explore products and services, and learn about contract pricing available to campus.

 Prizes will be awarded!

Visit all participating vendor tables and pick up a bingo card from the Purchasing table. Return your completed card to be entered into raffle drawings.

Topic of the Month: After-the-Fact Requisitions (unauthorized purchases)

An After-the-Fact (ATF) requisition occurs when goods are ordered, or services begin before a Purchase Order is issued.

- This creates risk for the Institute due to:
 - Contract terms not being established prior to work beginning
 - Lack of required insurance review for vendors performing services on campus
 - No formal price agreement through an approved quotation
 - Resulting payment delays
- To avoid After-the-Facts:
 - Engage Purchasing before work begins
 - Submit complete documentation with your requisition
 - Allow sufficient processing time
 - Do not authorize vendors to begin work without an issued PO

Invoice Submission Reminder

- Invoices must:
 - Be submitted in PDF format
 - Be itemized
 - Reference a valid Purchase Order number (N/A- After-the-Facts will not yet have a PO number)
 - Valid Purchase Order starts with S + 6 digits (i.e S123456- PO numbers can be found at the top of the Purchase Order)
 - Include supplier name and remit address
 - Include unique invoice numbers (Do not use previously submitted invoice numbers) and invoice date
 - Clearly describe goods or services provided
 - Match PO terms and pricing (if a PO number has been issued)
 - List 'Bill To: California Institute of Technology' with the correct billing address

See Preparing an Invoice at: <https://procurement.caltech.edu/our-suppliers>

Invoicing with PO numbers should be submitted to: accountspayable@caltech.edu. Please submit only one PDF invoice per email.

Note: this email address is for invoice submissions only and is not monitored for AP or payment related questions.

Copyright & Ownership Reminder

If invoices references work that was *created, designed, written, illustrated, recorded, or custom-built*, copyright considerations apply.

Copyright applies whenever original work is created in a tangible or digital form. At Caltech, this may include, but is not limited to:

- Illustrations, artwork, and graphics
- Photography, video, animations, or motion graphics
- Logos, branding, and marketing materials
- Web design or website content
- Training materials, manuals, or documentation
- Slide decks, course materials, or recorded lectures
- Research reports, studies, or written deliverables

Purchasing may require:

- Clarification of ownership rights
- A completed Copyright Release Agreement
- Confirmation that the Institute receives appropriate usage rights

Within the After-the-Fact form, it is important to answer 'Yes' to the copyright question when applicable. Selecting 'Yes' will populate additional guidance and documentation requirements.

Meet Your Buyer

- Joel Sanchez, joelsan@caltech.edu, x6723 – EAS, Finance, GPS
- Abraham Cardona, cabraham@caltech.edu, x8466 – Facilities
- Beth Streeter, bwagner@caltech.edu, x3792 – BBE, CCE, DIR, RSI, Strategic Implementation
- Matt Brown, jmbrown@caltech.edu, x4973 – Audio Visual, HR, HSS, International Office, President's Office, Library, Provost, Student Affairs
- Maria (Mari) Melendez, melendez@caltech.edu, x6746 – IMSS, PMA
- Elisa Brink, elisab@caltech.edu x4997 – Team Manager

Procurement Questions? Contact us at procurement hotline@caltech.edu