

Fall 2007 Newsletter



Brought to you by the Jack Baskin School of Engineering Business Office

New Things/Important Information for PIs

- ✧ 19900 funds no longer require a comparative quote from UCLA travel.
- ✧ No package travel. No matter how good the arrangement is, you **cannot** take advantage of package travel deals. (i.e. Expedia, Priceline, etc.)
- ✧ Group Travel: **Before traveling** contact FAST (link below).
- ✧ For UCSC reimbursements with electronic deposit, complete the attached form and submit to your research analyst.
- ✧ Cell phone/PDA: **Before any new** purchases and service contracts
 - 1.) Please visit <http://purchasing.ucsc.edu/howto/cellularservice.html> for more information (includes UCOP BFB G-46 policy link).
 - 2.) Contact April Exner in purchasing with any questions
ext. 9-2187; aprile@ucsc.edu
 - 3.) Both appendix A on page 8 of BFB G-46 and attached SoE certification must be completed and submitted to the Department Chair.
- ✧ **Before buying furniture** you must consult with SOE Facilities. For ergonomic related purchases also refer to <http://ehs.ucsc.edu/safety/ergonomics.php>.

Helpful Links

- FAST: (trip numbers, forms etc.) <http://finaff.ucsc.edu/fast/>
- Purchasing Information: <http://purchasing.ucsc.edu/>
- CruzBuy Login:
<https://solutions.scquest.com/apps/Router/Login?OrgName=UCSC>
- Procard Info: <http://purchasing.ucsc.edu/howto/procard/index.html>
- Electronic Funds Transfer Authorization Form (see attached file)

Useful Contacts

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