Business As Usual

HOW TO BUY COMPUTERS

Preferred method is Cruzbuy. Change to SOE website
https://intranet.soe.ucsc.edu/business-office/computers

- ❖ Computer purchases with pro card – only non-inventorial computers allowed
- ❖ Direct pay reimbursement – not allowed

If you are interested in a Cruzbuy training please contact Gisela Richards, Gisela@soe.ucsc.edu, who will coordinate with purchasing staff.

SUBMITTING PROPOSALS FOR EXTRAMURAL FUNDS

Please submit your proposals to your OSP analyst at least 3 days prior to the submission deadline.

TRAVEL CLAIMS

Post Travel claim needs to be submitted within 21 days of the end of trip
Conference Travel
Please attach a conference agenda to post travel to substantiate the business need for this trip and to show that the conference topic is related to the extramural fund if charged to contracts and grants.

New This Quarter

REIMBURSEMENT REQUESTS

Please submit your direct pay reimbursements in a timely manner. Reimbursement requests with receipts older than 12 months will no longer be reimbursed per Dean Art Ramirez.

Reimbursement requests for Home Office needs and DSL from home will no longer be approved per Dean Art Ramirez.

Please use FOAPALs and NOT award names for all transactions and inquiries.

MEMBERSHIP PAYMENTS

Financial Affairs now requires that all purchased memberships use a UCSC address to verify that the membership or organization is used primarily for business purposes. Please refer to the Membership Guide:
http://financial.ucsc.edu/Pages/Payments_Membership.aspx#eligibility
for further information.

Please request reimbursement with a direct pay form.
The Campus Purchasing Card can NOT be used to pay for memberships

Please use the new entertainment reimbursement form. Download at:
http://financial.ucsc.edu/Pages/Entertainment_Main.aspx
Outdated forms will no longer be accepted.

PAYROLL CALL FOR CONTINUED OR NEW EMPLOYMENT OF GRADUATE STUDENT RESEARCHERS

Please respond to the call sent to you by your academic HR payroll analyst **by the requested deadline**. Payroll has only a small window of time to enter students into the payroll system. If your response is not received timely your student **could get paid late**. Since the funding information also needs to be forwarded to the Graduate Division your student **could receive late charges** for the quarter's fees and tuition.