

# Winter 2009 Newsletter

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

## New Things/Important Information for PIs:

### After the fact purchase orders

- USCS Purchasing has advised that after the fact purchase requisitions for materials and services **are considered unauthorized purchases** and the individual may encounter a personal obligation to the vendor.
- After-the-fact purchase transactions create significant payment and supplier relationship problems for the University.
- Anytime an order for services or materials is to be invoiced to the University a UCSC Purchase Order must be sent to the vendor **before** the materials are shipped or services are performed. Following this requirement will help our FAST office to quickly process invoices so payment can be generated to vendors in a timely manner.
- The necessity for departments to pre-plan for services, supplies and equipment needs cannot be over-emphasized. The time required to issue a purchase order after receipt in the Purchasing Department of a properly prepared and approved CruzBuy requisition varies greatly. Delivery, however, will always depend on the supplier's stock and the problems they have in producing or securing delivery from their suppliers.

For more information regarding this policy please navigate to the Procurement webpage regarding Unauthorized Purchases.

<http://purchasing.ucsc.edu/howto/unauthorizedpurchases.html>

***\*This also serves as a reminder that all services MUST be purchased via CruzBuy requisition.***

### Entertainment/Meeting Reimbursement Requests

When completing the entertainment reimbursement form please be very specific:

WHO: name and affiliation of those in attendance

WHAT: type of meal, i.e. lunch

WHERE: location of meeting

WHEN: date of meeting

WHY: please include a detailed explanation of how this benefits the grant or university, and describe the business purpose for the meeting.

### **Important: Itemized receipt must be submitted.**

*Helpful hint:* take the itemized receipt prior to giving wait staff your credit card. Most places don't give the itemized receipt back with your credit card receipt.

If the restaurant does not provide printed itemized receipt please ask for a handwritten receipt with individual food items and associated price.

For guidance related to entertainment and meeting expenses please go to

[http://financial.ucsc.edu/Pages/Entertainment\\_Main.aspx](http://financial.ucsc.edu/Pages/Entertainment_Main.aspx)

**Effective 1/1/09: the reimbursement rate for the use of a private automobile for University business travel will decrease from 58.5 cents a mile to 55 cents a mile.**