

Business Office

# QUARTERLY UPDATES



## Misc. items

PARS – Personnel Activity Report

Several PIs have requested to get sample on how to complete PARS. Those examples will be provided when the next set of PARS will be sent out.

Please return any and all outstanding PARs as soon as possible.



[https://twitter.com/UCSC\\_BaskinSOE](https://twitter.com/UCSC_BaskinSOE)

## Purchasing related items

**CruzBuy Blanket Order** guidelines have been updated. Please see <http://purchasing.ucsc.edu/News/BlanketOrderGuidelines.html>

### **Please do not share your Cruzbuy access with others.**

Passwords to individual accounts should never be shared with other individuals unless specifically approved and documented as an exception to policy by Resource Proprietors responsible for the resources to be accessed.

Purchase requisitions must be approved by authorized approvers within Cruzbuy. Attaching e-mail is not sufficient.

Please do not share your pro card with others.

Friendly reminder that all items purchased with UCSC funds are property of the University and can not be given away.

## Reimbursement related items

Travel As of January 1, 2011 personal automobile mileage reimbursement changed to 51 cents per mile. To ensure that the most updated pre/post travel forms are used please download at [https://financial.ucsc.edu/Pages/Travel\\_Forms.aspx](https://financial.ucsc.edu/Pages/Travel_Forms.aspx)

Travel Insurance is required for trips out of the State and out of the country. To make it easier to sign up for insurance a link has been added to the Travel webpage [https://financial.ucsc.edu/Pages/Travel\\_Main.aspx](https://financial.ucsc.edu/Pages/Travel_Main.aspx) under quicklinks.

### **Reminder regarding late reimbursements**

As announced in our Fall 09 newsletter:

Reimbursement requests with receipts older than 12 months will no longer be approved for reimbursement by Dean Art Ramirez.

### **Entertainment purchase requisitions and recharges**

Please submit entertainment related documents such as Entertainment Excel spreadsheets, requisitions and recharge forms for approval 3 weeks prior to the event. Entertainment needs to go through several levels of approval and sufficient lead-time is required to ensure that the necessary approval process can be completed timely.

