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](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](http://ehs.ucsc.edu/safety/ergonomics.php).

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**Helpful Links**

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

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**Useful Contacts**

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