Guidelines for Charging Faculty Salaries to Extramural Research Funding – Academic Year

The campus has established guidelines that will permit ladder rank faculty to charge a component of their academic year salary to extramural research funds awarded to them as PI, as allowed by sponsor. This will generate salary savings from the faculty member's state funded provision that will be distributed between the faculty member, department and division. Under the guidelines, there is no release from teaching, research or service duties. This is not a course buyout program.

Please refer to https://intranet.soe.ucsc.edu/researchadmin for complete guidelines.

News from Purchasing

Adding freight/shipping cost to purchase requisitions:
If the shipping amount is a known cost from a quote add the cost as a separate line item on the Cruz Buy requisition. It is preferred to have the shipping/freight cost broken out as a separate line item is not taxable. If the quote comes in with an all inclusive one line item quote with the item cost and freight/shipping combined the freight/shipping is taxable.

Regarding tolerances:
FAST will process shipping costs up to $100.00 over without department notification, between $100.00 - $500.00 over, FAST will request approval from the department prior to making payment, only when the freight/shipping exceeds $500.00 above what is already stated on the PO will a Cruz Buy change order be required to add/adjust the shipping/freight cost to the PO prior to invoice processing.

Reminders

It is important to use the correct form related to the purchase, as there is specific workflow routing and processes associated with forms.

The purchasing website has links that will be helpful for specific types of purchases: http://purchasing

Finally, the buyers appreciate inquiries before the req is created so they can guide the user towards providing all the required documentation up front so processing the order will go more smoothly.