



CONTRACTS & GRANTS OFFICE

SANTA BARBARA, CALIFORNIA 93106-9490

October 6, 2017

Re: Approved Purchasing Methods
To: All – GGSE Listserv

Note from Kelly Hayton, Manager, Finance & Administration

Use an Approved Purchasing Method

One more reason to use an approved purchasing method—don't risk having your reimbursement request declined!

Information straight from UCSB Procurement: If one of your faculty or staff are exploring the option of purchasing goods or services, please make sure they use one of our established and approved purchasing methods, either Gateway or the Flexcard. Please let your department know folks may not be reimbursed if the campus determines that the purchase was not critical or that you paid more than a contracted vendor would charge. Procurement Services is now reviewing reimbursement requests and may decline some or all expenses claimed.

For a little background, UC Policies BUS-43 and the Accounting Manual D-371-16 require standard goods/equipment/supplies, and all services to be on a UC purchase order. Please pass this information as broadly as possible within your department.