

OCP Finance and Operations Workgroup

Agenda

February 1, 2021 10:00 a.m. – 11:00 a.m.

AggieBuy Business Purpose

- New field is active and required as of today.
- Enter a quick description explaining how the purchase supports teaching, research, or public service.

COVID19 Critical Expenses

- Use COVID19 project code only when expense is incurred because of COVID19.
- A purchase that would have normally occurred, even if the pandemic had not taken place, does not constitute a COVID19 critical expense.

Procurement Card Update

- OCP hosting p-card meeting 2/4/2021 for all p-card cardholders.
- Meeting is mandatory for cards which Jen is the FO.
- Ask Jen to send invite if you'd like to join.
- Feel free to forward to your cardholders.

Vendor Risk Assessments

- New page coming to myocp.ucdavis.edu to keep OCP VRA's organized.
- Publish date is unknown at this time, but aiming for before mid-Feb.
- Jen will add section of vendors that campus manages (no VRA's needed at the department level, example: Box)

Regents Policy 5402 update – swag

- No longer required to order swag through Reprographics.
- Use campus approved vendor.
- Ensure purchase agreement is in place.
- If agreement is in place, okay to pay with P-card.
- Printing paper, posters, etc. still goes through Reprographics.

Offices of the Chancellor and Provost – Business & Technology Services

Walk-on Topics

- Gift Cards
 - Use Instant Award program for employee incentive gift cards
 - Employee gifts can become taxable so using Instant Award program automatically reports to Tax Reporting and Compliance office annually.
 - Use AggieBuy for non-employee gift cards.
 - Stay away from keeping gift cards on hand.
 - Purchase as needed and send electronically is best practice.
 - Policy: Gifts Presented to Non-Employees on Behalf of the University
 - <https://policy.ucop.edu/doc/3420354/BFB-G-42>
- Return to campus update
 - Depends on status of pandemic.
 - Public health is driving factor.
 - Likely returning to on-campus operations for Fall quarter, but nothing is finalized.
 - Status is subject to change.
- Join the Chancellor's Colloquium on February 18th at 4:00 p.m.
 - <https://leadership.ucdavis.edu/events/chancellors-colloquium-maria-teresa-kumar>
 - Direct questions to [Bill Kuhlman](#)