

OCP Finance and Operations Workgroup

Agenda

April 5, 2021 10:30 a.m.

- [Approval Form for Software and Related Services](#)
 - Form does not replace the VRA process
 - Simply an “ok-to-proceed” for Procurement
- DocuSign for OCP staff
 - All OCP staff may have a DocuSign account
 - Email ocpbusiness@ucdavis.edu with staff name and email
- Use Travel card to pay for expenses – When to submit a PA through OPP
 - Like the P-Card, if we are asked to agree to terms and conditions, we must have a fully approved purchase agreement in place
 - Travel card is for travel and entertainment related expenses
 - Not a tool for purchasing office supplies or programmatic supplies unless the program falls under the entertainment category
- Travel card update
<https://supplychain.ucdavis.edu/travel-entertainment/travel-card/faqs>
 - New corporate liability cards will be delivered to Jen Thompson for delivery
 - Let Jen know if you want to receive all cards for your department to distribute yourself or if you want Jen to mail directly
 - Jen will reach out to departments when the cards arrive to verify best option for delivery
- e-performance training recap
 - Same as last year.
 - OCP offered a training on 4/30/21
 - Email ocphr@ucdavis.edu to obtain the slide deck
- Walk-on Topics