

# OCP Finance and Operations Workgroup

## Agenda

June 7, 2021 10:30 a.m.

- **Reminder: Skype transition to Microsoft Teams**
  - Skype will be disabled on June 30, 2021. Make sure all users are transitioned to Microsoft Teams.
- **Sympathy gifts – limit reminder**
  - The gift itself cannot exceed \$75. Tax, shipping and other services are not included in the \$75 limit.
- **Travel cards – for anyone who hasn't received their new card yet.**
  - Most of OCP's card have been ordered and delivered already.
  - Any applications from this point forward will be handled per Supply Chain Management's new drive thru pick up (see attached email from Vartan Vartkessian).
- **VRA's – any questions?**
  - Myocp.ucdavis.edu will be updated soon. It's a couple of months out of date by now.
  - Constantly streamlining the process. More guidance to come.
- **AggieAccess**
  - Mrak Hall and International Center have been moved over to new system. 3<sup>rd</sup> and A site will transition soon.
  - Myocp.ucdavis.edu will have updated guidance for the new system soon as well.
  - Email [mrakaccess@ucdavis.edu](mailto:mrakaccess@ucdavis.edu) with questions.
- **Fiscal Close**
  - Keep an eye on <https://financeandbusiness.ucdavis.edu/systems/kuali/fiscal-close/calendar> for deadlines.
  - Jen T. will send out reminders to OCP
  - Email [ocpbusiness@ucdavis.edu](mailto:ocpbusiness@ucdavis.edu) with operations questions.

## Offices of the Chancellor and Provost – Business & Technology Services

- Email [ocpbudget@ucdavis.edu](mailto:ocpbudget@ucdavis.edu) for budget questions.
- **Return to campus**
  - OCP-BTS is planning to return by September 1<sup>st</sup>, with a trial run during August.
  - Every department will be different in how they return to campus.
  - Work with HR and the Workplace Reimagined tools for a successful return to campus.
  - Let's share what we are doing so other departments can get an idea of what our campus will look like in the fall.
- **Walk-on Topics**
  - Has anyone successfully integrated Zoom with Teams?
    - No one present on the call had accomplished this yet.
  - Looking for feedback if anyone has.
- **Attachments**
  - Travel card email from Vartan Vartkessian

## Jennifer Thompson

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**From:** travel-card-request@ucdavis.edu on behalf of Vartan G Vartkessian <vartkessian@ucdavis.edu>  
**Sent:** Friday, June 4, 2021 9:09 AM  
**To:** travel-card Sympa List  
**Subject:** [travel-card] New Travel Card Update

Good morning,

To expedite delivery of the new Travel cards, Banking Card Services will hold a **drive-through distribution event** at the **Hopkins Services Complex, [615 Hopkins Road](#)** on the west campus. To ensure that everyone has an opportunity to pick up the cards, the distribution will take place over several days. Those who have applied for a Corporate Liability Travel card, but have not yet received theirs, can choose whichever of the following dates/times is most convenient.

- **Wednesday, July 21, 8 a.m. to noon**
- **Friday, July 23, noon to 4 p.m.**
- **Tuesday, July 27, 10 a.m. to 3 p.m.**

If you have not yet applied for a new Travel card and would like to receive it in time to pick it up at the distribution event, please complete the [required training](#) and the [application](#) before June 30.

To pick up your card, enter the Hopkins Service Complex gates, stop at the tent and provide your name to the Card Services team member. You will then receive and sign for your card. A single department representative may pick up cards for multiple colleagues. However, cards cannot be used until activated, and can only be activated by the card holder, so quick delivery to the card holders is imperative. Card holders are encouraged to [activate](#) and [confirm receipt](#) of the card as soon as possible. Once the card holder has confirmed receipt of the new card, the old card is deactivated.

The transition to the new Travel card program will be finalized in August and the old cards will no longer be functional.

For more information, visit the Corporate Liability Travel Card Program [website](#).

### **Vartan Vartkessian**

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