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Subject: Procurement clarification
Date: November 13, 2017 at 2:59 PM
To: Marisela Marquez mariselam@as.ucsb.edu

CH

Marisela, I wanted to follow up on our telephone conversation from last Thursday (11/19) and to resolve issues related to our procurement processes. As we have been working together to assure compliance with University policy, I think it is important to clarify which A.S. practices will change and which A.S. practices will be unchanged.

The A.S. travel reimbursement and cash reimbursement practices will remain unchanged. It is my understanding that you have a working process with appropriate checks and balances and there is no need to modify those practices.

I share your concern that the campus procurement processes should not slow down A.S. transactions nor the swift completion of purchase transactions. I believe the utilization of the FlexCard should expedite business transactions while using the card as a method of purchasing products and hope you will find that to be the case. As for Gateway, while there is a bit of time necessary to enter new vendors into the system, we have found that the system assures we are getting the best price for our products and many times the vendor will ship the product within a day of an order being placed.

The real focus of concern for procurement policy compliance is with larger dollar value purchases (generally above \$2,500) and with contract terms to be sure appropriate language and conditions are in place. While we ask you to make large dollar value purchases through Gateway, Procurement Services only reviews purchases of a value greater than \$5,000.

You have my personal assurance that we will work closely with you and Associated Students leadership to make this transition as smooth as possible. I also want to thank you and Hieu for your patience and please know that I am committed to keeping our ongoing dialogue open as we implement and refine our processes together.

Please don't hesitate to contact me if you have any questions or concerns.

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