



Associated Students of UC Santa Barbara | Procurement Policy + Mission Statement Adherence Document

Dear colleagues,

As a part of advancing this mission, many Boards, Committees, and Units (BCU) within A.S. must complete purchases for a wide variety of items. When conducting these purchases, it is our responsibility, as members of this unit – either on a staff level or on student level – to ensure that compliance with UC Policy is met. This document, and your answers to the questions below, ensure that the purchase you are making on behalf of A.S. UCSB adheres to the relevant UC Policy, while advancing our mission to serve the undergraduate community.

Additionally, all purchases and financial actions conducted on behalf of A.S. UCSB must adhere to our approved A.S. Legal Code and our A.S. Financial Policies and Procedures. Compliance with these policies is everyone's responsibility.

The work of Associated Students of UC Santa Barbara could not and would not be done without your support and counsel of our students and their mission toward creating an inclusive and engaging community for all UCSB undergraduates. Thank you for your part in this.

For questions related to this document, please contact our Financial Operations Team. Thank you!

Best regards,

Marisela Márquez, Ph.D.

Executive Director
Associated Students of UC Santa Barbara



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Date of Submission: _____

Unit Name: _____

Account Number: _____

- 1) Please describe your unit's mission and core objectives.

- 2) Explain how this personal item purchase supports your unit's mission and objectives.

- 3) **IF** you are purchasing a physical item/piece of equipment, where will this item be stored? Please provide the specific location(s) or department(s).

- 4) **IF** you are purchasing a physical item/piece of equipment, who is responsible for this item? Please list their name and role within the organization.

- 5) **IF** you are purchasing a physical item/piece of equipment, will this item be reusable for future fiscal years? Please use the space below to explain further.



The University of California (UC) has issued a memorandum titled: "[BFB-BUS-43: Purchases of Goods and Services; Supply Chain Management](#)." Associated Students of UC Santa Barbara (AS UCSB) is aware of this memo, particularly paying close attention to Section III, Part 1 J, which is written in full below:

BUS 43, Section III, Part 1 J:

"University credit, purchasing power, facilities, and services shall not be used to purchase goods or services for individuals or for non-University activities except where a University program has been approved by a University administrator with delegated authority with advice as appropriate from the Office of General Counsel.

Any purchase using University funds must directly benefit the overall need of your department or the University, not the individual(s) requesting the purchase. US Law states that government funds shall not be expended for items intended solely for personal convenience or to satisfy the personal desire of an employee or employees. As a co-equal branch of the California government, UCSB is considered a government entity. All funds coming into the UC are considered taxpayer funds, regardless of the source. Such funds belong to the University, not an individual.

*Items like those above fall into the category of "luxury items", unless they specifically contribute to the fulfillment of the mission of the teaching, research, or public service being conducted for University purposes. If your department can justify that the acquisition ensures the University receives the primary benefit of the expenditure, and meets the University's mission, your purchase should be supported with sufficient documentation. These purchases do not need to come through or be approved by Campus Purchasing."

In acknowledging and understanding this memo, AS UCSB can justify the acquisition of the purchased goods or services for which this letter is attached to because we have confirmed that the University receives the primary benefit of the purchase item(s). More specifically, the purchase item(s) greatly benefits the undergraduate student life and experience found at UC Santa Barbara.

For our record, goods will be kept in the space designated above for easy access when future use is required, and to ensure that the purchased item(s) are not benefiting a singular individual. Purchases like these are vetted through a multi-step process, incorporating UC policy, student perspectives and guidance, and career staff approval checks. This process ensures that we can achieve our goal as a unit while adhering to the UC policies that govern our operations.

Chair/Manager of the Unit:

By signing below, I, _____, affirm that this item is necessary for fulfilling our unit's mission and will be managed responsibly within the organization.

Unit Chair/Manager Signature:

FOR INTERNAL USE ONLY

Finance Committee Chair Signature: _____ Date: _____

Financial Operations Team Member Signature: _____ Date: _____

A.S. Executive Director Signature: _____ Date: _____