

WHEN SHOULD I SUBMIT AN EXPENDITURE REQUEST?

PURCHASE ORDER REQUEST

- For purchasing goods and services from established vendors at UC Merced.
- Include the cart, an estimate, or a quote for the items for purchase.

5 DAYS

PROCUREMENT CARD REQUEST

- For purchasing items online and for conference registrations.
- Contact cparr-abundiz@ucmerced.edu to coordinate a date and time to process order.

5-7 DAYS

DECLINING BALANCE CARD REQUEST

- For purchases in town / at a physical location; NOT for online payments or purchases.
- Contact osifrontdesk@ucmerced.edu to arrange a date and time for card pickup.

5-7 DAYS

CAMPUS RECHARGE REQUEST

- For purchases involving campus recharge units (catering, bookstores, recreation, TAPS, etc.)
- Attach a copy of the quote or email to the expenditure request.

5-10 DAYS

REIMBURSEMENTS REQUEST

- For club or organizational purchases that were made using personal funds.
- Provide a Sponsored Guest Form* and proof of purchase (receipt/invoice).

2-3 WEEKS

VEHICLE RENTAL REQUEST

- For purchasing usage of UC Merced's fleet vehicles.
- Provide a Vehicle Request Form* and ensure all drivers submit a DMV Pull* (IN PERSON).

3 WEEKS

GROUP HOTEL FORM REQUEST

- For purchasing hotel/lodging stays for events outside of UC Merced.
- Reserve hotel on your own; Provide a Group Lodging Form and third party credit card authorization.

4 WEEKS

AIRLINE TICKET REQUEST

- For purchasing flight tickets for events outside of UC Merced.
- Fill out a Flight Request Form*.

5 WEEKS

PERFORMERS, SPEAKERS, & OFF-CAMPUS FACILITY REQUEST

- For renting third-party facilities or hiring talent for club or organizational events.
- Provide a Preliminary Information Form (PIF)* and Business Agreement Form* for facility rentals.

6-8 WEEKS

- Submit your requests no later than the listed times for approval to avoid delays.
- Reimbursements should be submitted no later than 2-3 weeks AFTER event.
- Food related purchases require a participant list and agenda/flyer ~2 days of the event.
- All forms and extra information can be found on the Catlife expenditure page.
- Additional forms/documents can be submitted to osifrontdesk@ucmerced.edu.



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