

OSI Business Center Timeline & Purchasing

- 1.) Purchase for **events must have** a completed & approved Event Request.
- 2.) Timeline starts at time of **Expenditure Request** submission into Catlife.
- 3.) When purchase is for food, a participant list with the agenda/flyer must be turned in within 2 days of the event.

| Type of Purchase: | Timeline need to process: | Next Steps: |
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| Declining Balance Card Request | 5-7 business days | Submit Expenditure Request on Catlife; Contact OSI front desk to arrange date & time of pick up (osifrontdesk@ucmerced.edu) |
| Procurement Card | 5-7 business days | Submit Expenditure Request on Catlife; Coordinate a date and time (between 8-5 PM) with Catrina Parr (cparr-abundiz@ucmerced.edu) to process payment. |
| Purchase Order | 5 business days | Submit a Purchase Order request; Include the estimate/ quote for submission. |
| Purchase Request involving campus recharge units, catering, bookstore. Recreation and TAPS | 5-10 business days | Submit Expenditure Request on Catlife; After approval, contact the OSI Business Center for further instructions (same front desk email) . |
| Purchase Request for Travel Reimbursements | Submit no later than 3 weeks of travel | Submit Reimbursement Request on catlife; Bring original receipts to OSI Business Center (Granite 166); Receipts must be itemized and mileage claims must have mileage printout. |
| Purchase Request for Non-Travel Reimbursements | Submit no later than 2 weeks after purchase | Submit Reimbursement Request on catlife; Bring original receipts to OSI Business Center (Granite 166). <i>If possible, please check with OSI before using your own money as we may have a better way to purchase. <u>Any reimbursement over \$200.00 must be pre-approved.</u></i> |
| Purchase Request for Vehicle Rental or Bus | 2-3 weeks | Drivers must first be pre-approved through taps; Submit DVM pull, student authorization form, and copy of DL to TAPS; Submit PO request on catlife and fill out vehicle rental info sheet. |
| Purchase Request for performers, speakers or faculties that require a contract agreement | 4-6 weeks | Submit Expenditure Request on Catlife; Schedule a meeting with Catrina Parr for further instructions. |
| Purchase Request for hotel rooms | 4 weeks | Submit Expenditure Request on Catlife; Fill out the Group Lodging Form. |
| Purchase Request for flights | 5 weeks | Submit Expenditure Request on Catlife; Fill out the Flight Request info sheet. |