



Vice President - Financial Management

OFFICE OF THE PRESIDENT
1111 Franklin Street, 10th Floor
Oakland, California 94607-5200

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Vice Chancellors – Administration

UC Business and Finance Bulletins -- BUS Series - Business Affairs BUS 43 - Materiel Management Procurement Card Program - Part 8

Enclosed is the revised Business and Finance Bulletin, BUS - 43 Part 8.

The revision maintains the controls and integrity of our Best in Class program, while assigning the oversight responsibilities for the program more properly with the Purchasing Managers and Controllers:

- General reorganization of material, to improve clarity
- Clearly defined "Administrative Review" as two separate processes - differentiated between department review of each transaction, conducted by reviewer, and purchasing unit's program review, which is a self-assessment of entire program to ensure policies and procedures are adhered to, and program risk is kept at a minimum.
- Shifted approval responsibilities from Vice Chancellor to Campus Controller Shifted approval for exceptions to 10:1 cardholder/ratio, from Vice Chancellor to Purchasing Manager.
- Added approval for exceptions to reviewer reporting relationship to Purchasing Manager

Any questions regarding these policies or procedures should be directed to your Campus Controller.

A handwritten signature in cursive script that reads "Anne C. Broome".

Anne C. Broome
Vice President-Financial Management

Enclosure

Cc: Senior Vice President Hume
Assistant Vice President Sampson
Vice Chancellors—Administration
Manager O'Neill
Coordinator Capell
Controllers
Material Managers