

# UNIVERSITY OF CALIFORNIA

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SANTA BARBARA • SANTA CRUZ

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July 30, 2010

## CHANCELLORS

Subject: Revised Reporting Requirements in Support of Official Responsibilities

Enclosed is revised Business and Finance Bulletin G-45, *Implementing Requirements on Expenses Incurred in Support of Official Responsibilities of the President and Chancellors*. The Bulletin has been revised to include the following changes:

1. The General Maintenance expenses reporting categories have been increased to include: security services, security equipment and installation, utilities, and other.
2. The due date for submitting the Annual Report of Fiscal Year Expenses of the President/Chancellor to the location accounting office has been extended to September 1.
3. A Scope section has been added clarifying that the Bulletin does not apply to the Director of the Lawrence Berkeley National Laboratory (LBNL).

In addition, several technical changes and clarifications have been made. The revised reporting procedures are effective for purposes of fiscal year 2010-11 reporting. Questions about these changes may be directed to Michael O'Neill.

Sincerely,

A handwritten signature in blue ink, appearing to read "Peter J. Taylor", written over a blue horizontal line.

Peter J. Taylor  
Executive Vice President—  
Chief Financial Officer

### Attachment

cc: President Yudof  
Director—LBNL  
Members, President's Cabinet  
Associate Vice President Arrivas  
Assistant Vice President Sampson  
Controllers  
Director O'Neill  
University Policy Coordinator Capell