# SHARED SERVICES AVAILABLE TO SSHA

**Purchasing & non-travel reimbursements:**

- Memberships, sponsorships, promotional items, gift cards

- Publishing & transcription fees

- Catering, guest lodging, speakers/performers, honorariums

- Services/independent contractors

- FedEx labels, phones, software

- Invoice processing

- New vendor setup

- Travel reservations

- Travel & entertainment reimbursements

UNIVERSITY OF CALIFORNIA
# MERCED
## ADMINISTRATIVE COORDINATION TEAM (ACT)
**Division of Finance and Administration**

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# Services

## PURCHASING

- Purchasing and Non-Travel Reimbursements
- Invoice Processing
- Mobile Device Purchases (Cell Phone/MiFi)
- Software Purchasing   NEW!
- New Vendor Set-Up
- Procurement Card Receipts

## TRAVEL & ENTERTAINMENT

- Travel & Entertainment Reimbursement   UPDATED!
- Travel Reservations

# Purchasing and Non-Travel Reimbursements

Submit A Request

## Description

To submit a request for purchasing, non-travel and entertainment reimbursements, and recharges. Also includes preparing and submitting requisitions to Procurement Services for processing (all services, purchases above $10K, restricted items, agreement renewal and request for international vendors).

## Customer's Responsibility

Provide quote or detailed description of goods/services, vendor information, account information (Full Accounting Unit [FAU] or nickname), need-by date, business justification and approval(s). If it is an unauthorized purchase, completed documents must also be included.
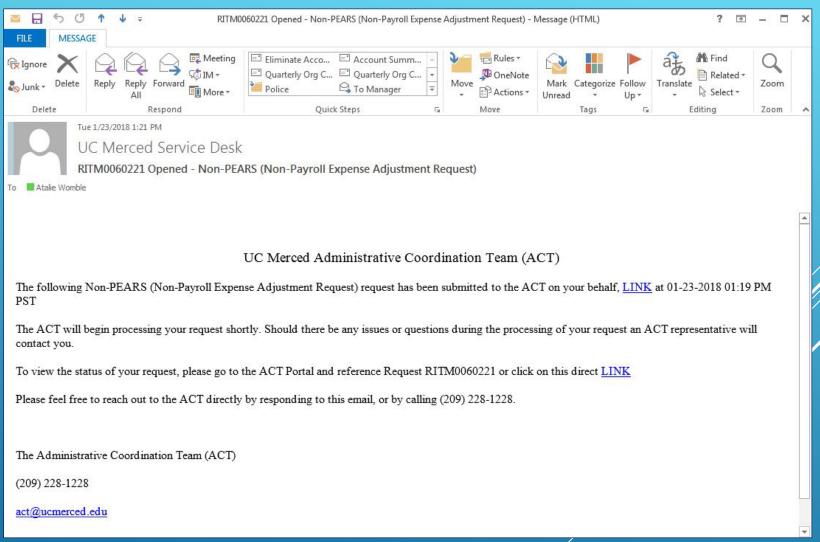
## ACT's Responsibility

Prepare in CatBuy and submit to vendor or Procurement Services for processing. If the request requires a requisition, ACT will monitor until a purchase order (PO) is received from Procurement Services and the vendor has been contacted.

## SERVICENOW NOTIFICATIONS

Confirmation of submission:

○ RITM# at top of screen (scroll up)
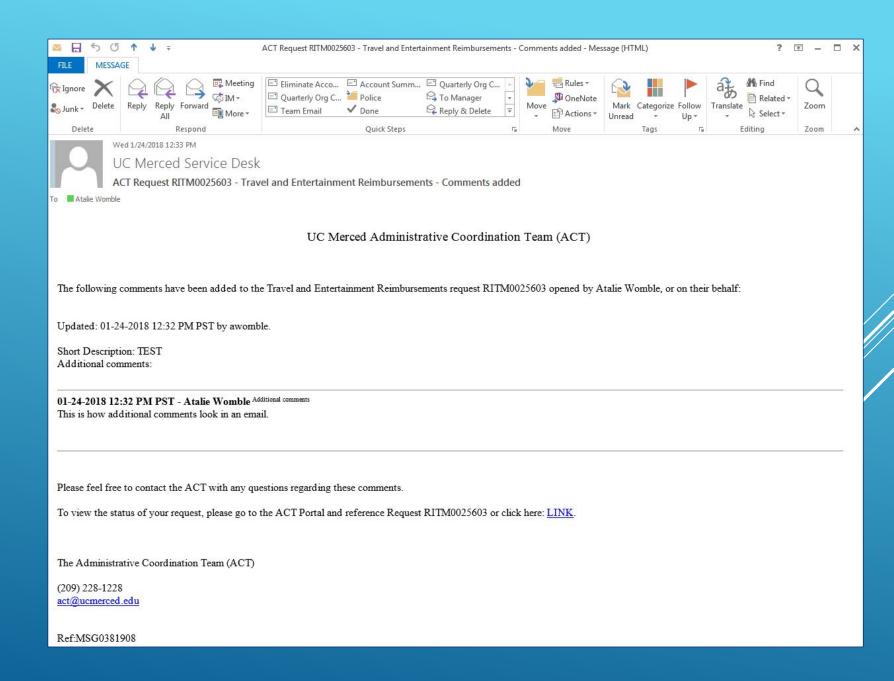
○ System generated E-mail to requestor



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# SERVICENOW NOTIFICATIONS

## Comments added:

o Informational or call to action

o ACT-staff generated

o Scroll down

o Reply all

# "My Orders" shows all your past requests

**What's next?**

◦ ACT seeks SSHA Financial funding approval and process request

◦ ACT updates requester when appropriate

◦ Deliveries are handled within SSHA; returns by ACT

# Reminders and Questions

o Check BobcatBuy for supplies/equipment and Amazon orders

o Reimbursed items become property of UC Merced

o Travel reimbursements should have all details of travel from beginning to end.