

**The SSOE Purchasing & Reimbursements team is working hard to accommodate impressive school growth. In order to process your requests as quickly and efficiently as possible, here are some reminders of best practices.**

### **Purchasing Requests**

Submitting incomplete support documentation or incorrect request forms may cause significant delays. SSOE forms are updated often and should be downloaded from <https://engineering.uci.edu/faculty-staff/purchasing-reimbursement/forms> to accommodate data parsing into our RT ticketing system.

A detailed Purchasing procedure is found here: <https://engineering.uci.edu/faculty-staff/purchasing-reimbursement/purchasing-requests>

**FOR FASTEST PROCESSING PRIOR TO SUBMISSION BE SURE TO INCLUDE:**

1. The Vendor and PI in the subject line of your emailed request
2. Approval from your PI and/or Account Manager
3. KFS account number (GFXXXXX)

### **Reimbursement Requests**

Please make sure to use only the latest forms found here: <https://engineering.uci.edu/faculty-staff/purchasing-reimbursement/forms>.

**FOR FASTEST PROCESSING PRIOR TO SUBMISSION BE SURE TO INCLUDE:**

1. All required receipts, itemized with proof of payment
2. An explanation of the business purpose
3. For all supplies and materials – a thorough explanation of why proper purchasing procedures were not followed

### **Conference registration**

When registering for a conference, attendees should pay out of pocket first, and then submit a reimbursement *within 45 days* upon return. Purchase requests for registration or pre-trip arrangements are reserved in special circumstances for undergraduate students.

## **DID YOU KNOW?**

1. Package deals are generally ineligible for reimbursement, and should not be used.
2. Meals are ineligible for reimbursements for travel less than 24 hours without an overnight stay unless associated with a business meeting.

## **NEW! IN PERSON AND REMOTE OFFICE HOURS STARTING MARCH 29**

Purchasing and reimbursements open hours in person at the Dean's office: **Tuesdays 3:00-4:00**, contact Regina Bolotin at [rbolotin@uci.edu](mailto:rbolotin@uci.edu)

Purchasing and reimbursements open hours via Zoom: **Tuesdays 4:00-4:30**, join Zoom Meeting: <https://uci.zoom.us/j/92881113451>

Meeting ID: 928 8111 3451, One tap mobile +16699006833,,92881113451# US (San Jose) 13462487799,,92881113451# US +(Houston)

## **QUESTIONS BEFORE YOU TRAVEL?**

We are here to help you and facilitate your research and business needs. Check SSoE Travel Tips [here](#) or contact SSoE Reimbursements Dept BEFORE traveling at [soepurchasing@uci.edu](mailto:soepurchasing@uci.edu)