

August/September 2021

SPONSORED PROGRAMS ADMINISTRATION



UEI PURCHASING POLICY REVISION

The UEI Board of Directors approved revisions to purchasing policy 2025 on June 25, 2021. The changes impact purchases of both supplies and services related to sponsored programs. The [updated policy](#) is posted on UEI's website.

Before submitting your next purchase order or independent contractor requests, please review the policy. **Of note, the sole source purchase definition has been updated and a new form will be released soon.**

The dollar threshold and related number of quotes for purchases of equipment, furniture, fixtures, and regularly stocked materials and supplies have been increased.

Similarly, for purchases of services more than \$50,000, a formal Request for Proposal (RFP) process is no longer required. Instead, price quotes from at least three (3) vendors are required.

While the policy has changed allowing for some additional flexibility, the UEI Executive Director or his/her designee retains the discretion to, in any instance, require a formal competitive process.

Additionally, UEI must follow funder purchasing requirements if they are more restrictive.

WELCOME NEW SPA STAFF

Please join us in welcoming four new Sponsored Programs Administration (SPA) staff.

In July, two new Account Associates, **Justin Lucero** and **Sharon Chu**, joined our team. Justin joins our team that administers accounts for the Office of Water Programs and the College of Business Administration while Sharon will assist the team that administers accounts for the colleges of Engineering & Computer Sciences, Education, and Health & Human Services.

In August, **TJ (Toni-Jo) Gaona** and **Nora Romero** joined us as Account Analysts. Nora is part of the team supporting the Office of Water Programs and CBA, and TJ will administer accounts for the College of Health and Human Services which will transition from Minnie Chabot in the coming weeks.

Training is underway for all of them, and the Account Analysts are familiarizing themselves with their account portfolios. We welcome them to SPA and the Sacramento State research community.

Contact information for new and existing SPA staff is located on the [About Us](#) page of the SPA website.

FALL 2021 OFFICE HOURS

Whether you visit us in-person or virtually, we're looking forward to seeing everyone as faculty, staff and students return for the fall semester. SPA is open to receive in-person visitors Monday through Friday from 8:00 a.m. – 5:00 p.m. Feel free to give us a call too at 916-278-7565.

We continue to hold our Virtual Front Desk every Friday from 10:00 – 11:00 a.m. for those who prefer remote contact. Click [here](#) to join the Zoom call during that time. Analysts also offer virtual office hours. Please contact your Analyst for their schedule.

Wishing everyone a productive and healthy Fall 2021.