

October 2017

SPONSORED PROGRAMS ADMINISTRATION



PROCUREMENT CONTRACT APPROVALS

UEI Chief Financial Officer (CFO) approval is required on non-UEI catering contracts greater than \$5,000 and all other vendor contracts greater than \$10,000 per UEI guidelines. Approval is required before the event or purchase occurs. Procurement contracts, including but not limited to catering, hotel, and software agreements must be sent to Sponsored Programs Administration (SPA) for review. Your administrator will forward the information to the CFO.

In addition, per University hospitality procedures, UEI approval is required to use an external caterer for an on-campus event. Please contact Nicole Johnson in Dining Services at nicole.johnson@csus.edu for more information.

If you have any questions regarding these requirements, please contact your [account administrator](#).

COMING SOON –FINANCIAL PERIOD CLOSED NOTIFICATIONS

OneSolution Desktop users will now receive an email notification when UEI's financial books close each month. OneSolution is UEI's online financial reports system. Books have closed for September 2017 and a test message for that period will be sent to users later today.

NEW STAFF IN SPONSORED PROGRAMS ADMINISTRATION

Two new Analysts have joined the Sponsored Programs Administration (SPA) team. Dale Richards and Sande Fowler joined SPA in September. Dale has experience in contracts and finance, and Sande has experience working on sponsored programs with both government and private funding sources. Dale and Sande will be assigned their portfolio of accounts soon, and we will notify Principal Investigators and Project Directors of any changes in Analyst assignments.