

March 2022

SPONSORED PROGRAMS ADMINISTRATION



ADMINISTRATOR & PRINCIPAL INVESTIGATOR GUIDELINES

The Offices of Research, Innovation, and Economic Development (ORIED) has posted Administrator and Principal Investigator Guidelines to their website. This information outlines the roles and responsibilities of administrators, principal investigators (PIs), co-investigators, and project directors on sponsored projects.

The guidelines address who may serve in the various roles as well as the different approval authority for proposals and expenditures.

Learn more about the roles and responsibilities of Administrators and Principal Investigators (PIs) by clicking [here](#).

USE TAX ON EXPENDITURES

When making a purchase from an out-of-state retailer, California sales tax may not be included in the purchase price. In that case, a “use tax” payment equivalent to the [sales tax of the location](#) where the item is received in California is required. For example, items received on campus will apply the City of Sacramento’s sales tax of 8.75% for the use, storage, and consumption of the item. Please note that if a retailer includes tax, it may be for their state and not California. California tax is still due so clarification may be needed from the retailer.

Please review the purchase price for any taxable good and increase the cost by the appropriate tax, if needed. This amount should be separately reflected on your expenditure requests and will be held in a tax withholding account until due to the state. See what constitutes a taxable good [here](#).

Requests submitted without the tax adjustment will be updated by UEI before processing which will, therefore, not match your records and could result in exceeding your budget if not properly accounted for prior to submission or at time of purchase.

If you have questions regarding “use tax” contact Business Services at (916) 278-6672.

UPDATED TRAVEL FORM FOR VACCINATION POLICY

The UEI Travel Request form has been updated to include an attestation regarding the traveler’s compliance with the CSU Vaccination Policy. The added check box is similar to the vaccination statement required in the comments section of Sacramento State’s Concur travel system.

As a reminder, Faculty and Academic Affairs staff travelling under a UEI account should upload the UEI Travel Request form as part of their submittal in Concur. Please submit a pdf copy of the Concur approval with the UEI form to your SPA account administrator. All other travelers only complete UEI’s form and submit directly to the account administrator.

Effective immediately, please use the new form available on SPA’s [Forms page](#) – see Travel Request and Claim.