**Announcements**

**General**

System Revisions of Approved Requests
IPSO will be implementing a change to the SIP (Information System Preservation) process that will prevent any SIP requests from being approved that contain invalid or unexecutable code.

### Note to Requesters

If you have a SIP request pending approval with invalid or unexecutable code, you must take the following steps:

1. Return the request to your sponsor for removal or correction of the invalid or unexecutable code.
2. After making the necessary revisions to the request, submit it to the Sponsor office for approval.

### Contact Us

If you have any questions, please contact the Sponsor office at 510-642-4140 or sponsor@ucop.edu.

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**Policies & Procedures**

**Fabrication**

Fabrications should be charged to D & G, E & G, E & C. However, non-fabrics or services that are not chargeable to D & G, E & G, E & C may be charged to other accounts, including non-fabrics for non-fabricators. Please note that all non-fabrics or services that are not chargeable to D & G, E & G, E & C will be reviewed by the Fabrication team to ensure compliance with university policies.

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### Information System and Support

The Finance and Administration office is responsible for ensuring that the Office of Information Technology's (OIT) support teams are adequately funded to support the university's mission.

**Budget & Finance Support**

Promotes training, tools, and communications to take full advantage of the financial system and support departments' success in managing their fiscal responsibilities.

**Expense Report**

When you use your T&E Card, select the Business Purpose Type and submit an Events & Other Reimbursements Expense Report. For employee travel, there is guidance on how to reconcile the expense. If there are no travel expenses, then you may proceed with the Business/Technical Meeting or Seminar/Conference Registration.

**Oracle Procurement**

To pay for a virtual conference registration, faculty and staff should use their Procurement Card. If you are unsure of which request form to use when ordering goods or services, you can refer to our Knowledge Base Articles, and training as a means to help you navigate the process.

**Oracle Financials Cloud**

Visit the Oracle Financials Cloud page on Blink. This page is designed to address campus gaps, and discuss reporting solutions. The Friday after training, we host Business Purpose Type Webinars to answer questions or work through business scenarios. You can also visit our Training & Events Calendar for more information.

**HOW TO HANDLE A FABRICATION OF INVENTORIAL EQUIPMENT**

Fabrications should be charged 0% IDC. During conversion, some tasks for fabrications will be discussed in the webinar on April 5th, sign up here: How to Handle a Fabrication of Inventorial Equipment.

**System Rejections of Approved Requisitions**

If you are unsure of which request form to use when ordering goods or services, you can refer to our Knowledge Base Articles, and training as a means to help you navigate the process.

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**Contact Us**

Have a question about this edition? The best way to contact our team is via the UC Learning Center.