**Responsibilities of Purchasing Agents**

The responsibilities of purchasing agents include:
- Identifying and selecting suppliers or contractors.
- Negotiating terms and conditions of purchase agreements.
- Evaluating bids and proposals from suppliers.
- Maintaining records of purchase orders and invoices.
- Monitoring delivery and ensuring timely receipt of goods.
- Handling complaints from customers and suppliers.

**Finding Help with Purchasing**

- **Contact the UC San Diego Procurement & Payables Help Desk** at 310-828-5599.
- **Visit the UC San Diego Finance Help Line** website for comprehensive resources.
- **Join the Internal Controls Office Hours** to ask questions regarding the internal controls guidance posted on the UCSD-DSH Procure to Pay Panorama.

**Camp IPPS**

- **Camp IPPS is back with 30 instructor-led zoom courses spanning hot topics in Oracle, Concur, Payables, Logistics, and more!**
- **August 15-19, 2022**

**Oracle: Buying and Paying for PO Requisitioners**

- **Thursday, August 4, 2022**
- **9:00am - 11:00am**

**UC San Diego Travel: Before You Go**

- **Thursday, July 28, 2022**
- **1:00pm - 3:00pm**

**UC San Diego Travel: Reporting Expenses**

- **Thursday, July 28, 2022**
- **1:00pm - 3:00pm**

**UC San Diego Travel: Reporting Expenses**

- **Thursday, July 28, 2022**
- **1:00pm - 3:00pm**

**Camp IPPS Course Capacity**

- In response to the overwhelming registration for our Camp IPPS courses, we have increased the capacity for all offered classes. All those who were waitlisted should have been notified. If you did not confirm your waitlisted spot in the allotted 12 hours, you are free to register again in the UC Learning Center. Do not use the link in the waitlist email if you missed the 12 hours.

**Oracle Scheduled Maintenance**

- **August 12**

**Fiscal Close Bulletin: Feedback Wanted**

- Yesterday, the final edition of the Fiscal Close Bulletin for FY21-22 was sent out. We welcome you to complete a quick survey here.

**NIH NRSA Childcare Allowance Guidance**

- Notice for Individual fellows: UCSD’s guidance on eligibility, applicability, how to request allowance and disbursement process has been finalized and published here. Please prioritize reconciling these awards and work closely with your SPF Award Accountant.

**STaRT Tool**

- In an attempt to help the Budget & Finance community, including faculty or staff with financial responsibility, identify their resources based on the following questions:
  - How do I query for POs with open commitments?
  - How do I figure out the source of a GL-PPM discrepancy?
  - How do I determine how to get my direct retro back into the PPM system?
- The STaRT Tool is designed to help the Budget & Finance community, including faculty or staff with financial responsibility, identify their resources based on the following questions:

**Institute-wide Nitric Oxide Maintenance**

- **July 28, 2022**
- **4:00pm - 5:00pm**
What can I do on my own? Where can I get help? Who can help escalate? How do I suggest enhancements?

Bookmark or download a copy for quick links to various resources available to you. Each Tuesday, the Weekly Digest provides important updates related to Budget & Finance, including Oracle Financials Cloud and Concur Travel & Expense. Our goal is to deliver timely information that matters to you. Not sure where to find answers? Get started using our Support Framework.