Finance Unit Approvers are responsible for approving PO invoices $10,000 and above, nonPO invoices regardless of dollar amount, and requisitions. The Procure-to-Pay Decision Matrix guides University faculty and staff in understanding of preauthorization, booking travel via Concur, prepaying with card best practices, including Procurement Card allocating expense and hot topics: procurement and travel and entertainment cards.

Hot Topics: Procurement and Travel & Entertainment Cards

Office Depot Jan San orders less than $75.00 are subject to a handling fee. The Office Depot Jan San Punchout is limited to 5 product categories.

Office Depot Jan San Punchout

NIH will notify PMS of the approval, and the payment will be processed. The IC will review the request and if it is determined that the justification does not meet the criteria, they must also describe what action is being taken by the recipient to preclude future re-usage of the funds. The justification must list the following (in order of priority): document number, NIH grant number, the amount of funds being requested, the new account number, and the reason for the carryover. The justification is limited to 500 characters. Any carryover requests that exceed 120 days are subject to OGA assessment.

Restricted Balances on NIH Awards in OFC

Reporting & Closeout - NIH FFRs Due

The National Institutes of Health (NIH) Notice of Awards includes a term and condition that will state whether the grantee has automatic carryover authority, or if there is a condition that requires prior approval by the NIH awarding Institutes and Centers. Note the condition will describe what actions must be taken by the grantee to ensure that the carryover will be handled appropriately.

NIH FFRs Due for June through September 2021 Now Posted

For sponsored projects, please ensure any outstanding charges pending payment are resolved as soon as possible to resolve this backlog issue, and expect charges to post by August 2021.

Graduate Student Stipend & Fee Payments - Retroactive Funding

It is crucial that UCSD submits final financial reports in a timely manner. NIH will notify PMS of the approval, and the payment will be processed. The IC will review the request and if it is determined that the justification does not meet the criteria, they must also describe what action is being taken by the recipient to preclude future re-usage of the funds. The justification must list the following (in order of priority): document number, NIH grant number, the amount of funds being requested, the new account number, and the reason for the carryover. The justification is limited to 500 characters. Any carryover requests that exceed 120 days are subject to OGA assessment.

Reporting & Closeout - NIH FFRs Due

NIH Notice of Award may include a term and condition that will state whether the grantee has automatic carryover authority, or if there is a condition that requires prior approval by the NIH awarding Institutes and Centers. Note the condition will state whether the grantee has automatic carryover authority, or if there is a condition that requires prior approval by the NIH awarding Institutes and Centers.