the IPPS quarterly

In Support of World-Class Client Care

Spring 2021

Events & Announcements



The Trove Grand Opening & Ribbon Cutting Ceremony

Wednesday, June 30, 2021

Please (virtually) join IPPS and HDH to celebrate the Grand Opening of The Trove - a new campus hub for enhanced mail and package services. Located on Library Walk in Price Center West, the newly renovated space is home to a treasure trove of services, including a student parcel center with contactless smart lockers for easy package retrieval. It also includes a public-facing Mailing Center that offers highly competitive, university-contracted shipping rates and serves all of the personal shipping and mailing needs of campus and the broader community.

Register for the event to enter the Grand Prize Sweepstakes.
Follow @ucsd_ipps for updates on more ways to win prizes during the event week.
Visit TheTrove.ucsd.edu for service offerings, hours, and directions.



Mailing Center Moved to The Trove on June 7

Now part of The Trove, the Mailing Center has moved from Campus Services Complex to the Price Center. Visit the Mailing Center Blink page or The Trove website for new service offerings, hours, and directions.

Read the Campus Notice.

Fiscal Close



Subscribe to the Weekly Digest

We've added a new section to the Business & Finance Weekly Digest to help guide you through Fiscal Close. Subscribe to get important reminders and stay ahead of the 'next up' cutoff deadlines.

Important Dates

Visit the Fiscal Closing 2020–2021: Departmental Action and Cutoff Dates Blink page for important information and deadlines.

Additional Resources

- Self-Supporting Activities Fiscal Closing Special Items Instructions for FY20-21
- Watch the May 21 Recorded Office Hours for Fiscal Close with Q&A
- We encourage you to crowdsource answers from colleagues in the Budget & Finance Community of Practice.

Oracle Procurement

Need PPE? Shop OFC!

UC San Diego has a fully-stocked PPE Store. Items can be purchased via Oracle Procurement for **delivery within two business days**. Simply log into Oracle Financials Cloud at OFC.ucsd.edu with your SSO, click on the shopping cart icon, click on *Purchase Requisitions*, and enter *COVIDPPE* in the search bar to pull up a list of available PPE items. Add what you need to your cart and check out. It's that easy.

Visit the PPE Store Blink page for further details and guidance.

Travel



Ready to Travel? Go with Concur.ucsd.edu!

Concur.ucsd.edu is UC San Diego's official booking site for all business travel, including employees and guests.

Did you know that employees can use Concur to book personal travel? It's true! Booking travel for business or pleasure in Concur means that you're taking advantage of all of the rates and perks that come with our UC-negotiated contracts. Travelers can be assured that they're getting the best value along with additional benefits, such as free seat selection, priority standby, upgrades when available, and free access to the itinerary management app TripIt Pro (a $49/year value).

When it's time to book travel, go with Concur.ucsd.edu (SSO)
Visit Travel on Blink for more information.
Have questions? Contact our Travel team via Services & Support.

Navigating the rental car shortage

Car rental shortages are not exaggerated and rates have gone up by 30%.

When the pandemic hit and travel came to a standstill, car rental companies sold off fleets in an attempt to save money. Since then, they've not been able to replace fleets fast enough, a situation made worse by a shortage of car semiconductor chips which has generally slowed car production. With travel picking up again, car shortages and rising prices will continue through 2021 and will be felt more deeply in popular destinations, like Hawaii and over holiday weekends.

Here are a few tips to help UC San Diego travelers navigate the car rental shortage and help secure the best rates:

- **Book early with Concur.ucsd.edu** to access UC's negotiated, highly competitive rates. Waiting longer to book will result in higher costs and lower availability. We hold contracts with Enterprise, Hertz, National, Dollar, and Thrifty. These rates are also available for personal use, except the included comprehensive insurance coverage for rentals is for UC-business only and will not apply to personal rentals.
- **Join car rental loyalty programs and add them to your Concur profile**. Membership could mean the difference between having a car and not.
- **Check off-airport sites**. Airport rentals are handy but you may find more affordable options at off-site locations. Do keep in mind off-site locations can be limited, depending on destinations or day of the week.

Back to Business Travel Tips from Balboa Travel

Our partners at Balboa Travel created this handy infographic (PDF) with helpful

information for our travelers as we gear up to get back on the road. Visit our Travel Agencies Blink page to learn about what Balboa has to offer.

Logistics

Logistics 2.0 Carbon Neutral Last-Mile Update



New Electric Bike

As global climate disruption continues to impact our planet, it has become ever so clear that climate change is being driven by the release of carbon dioxide into the atmosphere, primarily from the burning of fossil fuels.

As part of the University of California's Carbon Neutrality response to this growing environmental crisis, UC San Diego has been committed to implementing a zero-emissions service fleet by 2025. With our newest addition of an all-electric bike fleet, we hope to eliminate the emissions released during the last mile of deliveries to and from campus. Visit Logistics on Blink for more information about UC San Diego's Carbon Neutral Last-Mile initiative.

Get Ready for Summer With Surplus Sales!

Stay cool with recently acquired fans and portable ac units or buy all the tools and materials for your upcoming DIY projects! Go to surplus.ucsd.edu to shop online or

make an appointment to come in and peruse our aisles in person. Save. Earn. Recycle. Think Surplus first!

Small Business Development Office



Help Support Small & Diverse Businesses

If you are responsible for buying goods or services for your department, consider purchasing from a small business first.

To help you locate small business suppliers, the University of California has partnered with Supplier.IO to offer access to their tool, Explorer Professional. This online tool provides access to the largest and most complete small businesses database that includes those certified as minority-owned, women-owned, veteran-owned, and LGBT-owned. Start using it today! Visit the Search for Small & Diverse Businesses Blink page for details and additional resources.

For questions, please contact our team via Services & Support (*Buying Goods & Services -> Small Business Development -> Small Business First Program General Support*).

In Case You Missed It

Q&A with Ted Johnson: Plans for a Safe Campus and Flexible Workforce

As UC San Diego makes plans for a safe and gradual return to full campus operations this fall, campus leaders are sharing their thoughts on the successes of Return to Learn



and on the future. Associate Controller and Chief Procurement Officer Ted Johnson shared his thoughts on managing a hybrid workforce, how his team supports a safe campus environment, and prioritizing communications and community for all staff. Read the full article in This Week @ UC San Diego.

Campus Partnership Program

UC San Diego | MetLife

Get Your Quote Today

UC San Diego employees can **save up to 22%** from MetLife Auto & Home by either calling 1-866-700-3113 or getting an online quote. Employee payroll deduction is an option for MetLife insurance products. For questions about the MetLife partnership, please contact the Campus Partnership Program team: cpp@ucsd.edu.

Welcome New IPPSters



Lynda Ta

Social Responsibility & eProcurement Specialist

Lynda started with UC San Diego and IPPS in 2014 as a student supporting the Professional Services team before coming on full-time with Strategic Sourcing when she graduated with a degree in Economics. Over the last couple of years, she has been supporting RFx events which include sustainable criteria, the Oracle Procurement transition, and overseeing our first reverse auction.

Lynda Ta's role in strategic procurement has grown to include Social Responsibility. Her support of the Sustainability and Small Business team dovetails with her continued

support to the Strategic Procurement group by managing our bid technology.

We're excited about Lynda's continued growth within IPPS and the new varied impact she'll have as our Social Responsibility & eProcurement Specialist.



Kathleen Valdez

Process Improvement & Business Intelligence Analyst

Kathleen Valdez has joined the IPPS Analytics team. Her primary focus will be OFC-related analytics. Kathleen is no stranger to BFS. She came to us from General Accounting and has even worked on the Accounts Payable team in IPPS! Kathleen is a UC San Diego Alumna with a degree in Economics. She brings with her several years of higher education and financial experience. Kathleen will help IPPS continue to support internal, and campus-facing reporting with a specialization on Oracle reports. We're excited to welcome her to our team.

Retirements



Chrissy Smith

Travel Corporate Card Program Manager

Throughout her extensive career with IPPS, Chrissy was responsible for developing and managing UC San Diego's Travel and Entertainment Card programs. Chrissy's innovative strategies led to record-breaking program growth year after year and garnered many system-wide, best-in-class awards for UC San Diego. Chrissy was the authority on Moves and Relocations and managed the internal control and risk assessment program. As a member of the Travel Leadership Team, Chrissy spearheaded strategic objectives and change initiatives that will continue to have a positive impact on the campus community for years to come. Chrissy is a selfless leader and esteemed mentor to her team. She is leaving the University with many lasting friendships.

Chrissy always had a love for Travel (and gnomes). She worked for a Travel agency before joining the IPPS Travel team. We are grateful for her time with us and wish her well on her new travel adventures!



Bryan Hurley

Commodity Manager for Marine Sciences and Information Technology, Sr. Technology Buyer

Bryan started working at UC San Diego 25 years ago as an assistant storekeeper and through his dedication to the University and its mission, progressed to a Buyer 5 Supervisor and IT Commodity Manager in Procurement. During his tenure with the University, Bryan's ability to innovate and build relationships while supporting our policies and procedures resulted in millions of dollars in cost savings for the University.

A true UC San Diego success story, Bryan's willingness to take on additional challenges and face them head-on has greatly benefitted the Procurement team. Always sharing his wisdom, he has passed on much of his knowledge to his fellow team members and will leave a lasting legacy at the University. Congratulations on your retirement, Bryan, you will be missed!



Michael Keogh

Logistics Specialist

Michael Keogh has been with UC San Diego since 1983. He started in the Physics Dept where he worked on pure electron plasma research. He then moved to the visibility lab at SIO, assisting with research in the Bahamas. Next, he moved to the Cosmo Chemistry Lab, doing research on meteorites and moon rocks. For the past 27 years, Michael has been with Mail Services/Logistics focusing on Campus Mail, Addressing Services, and Passports. Michael moved over to the Outbound team in 2015 and was a welcome addition to our team. Michael has been our primary hazmat driver for the Dangerous Goods Program. Michael built many relationships with clients, during his daily visits to labs. His kind nature and willingness to help, not only assured hazmat regulations were met, but also helped build the client's confidence in the Outbound Team's dependability. We look forward to hearing about Michael's next adventures, and we will always consider him part of our team.

UC San Diego
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