

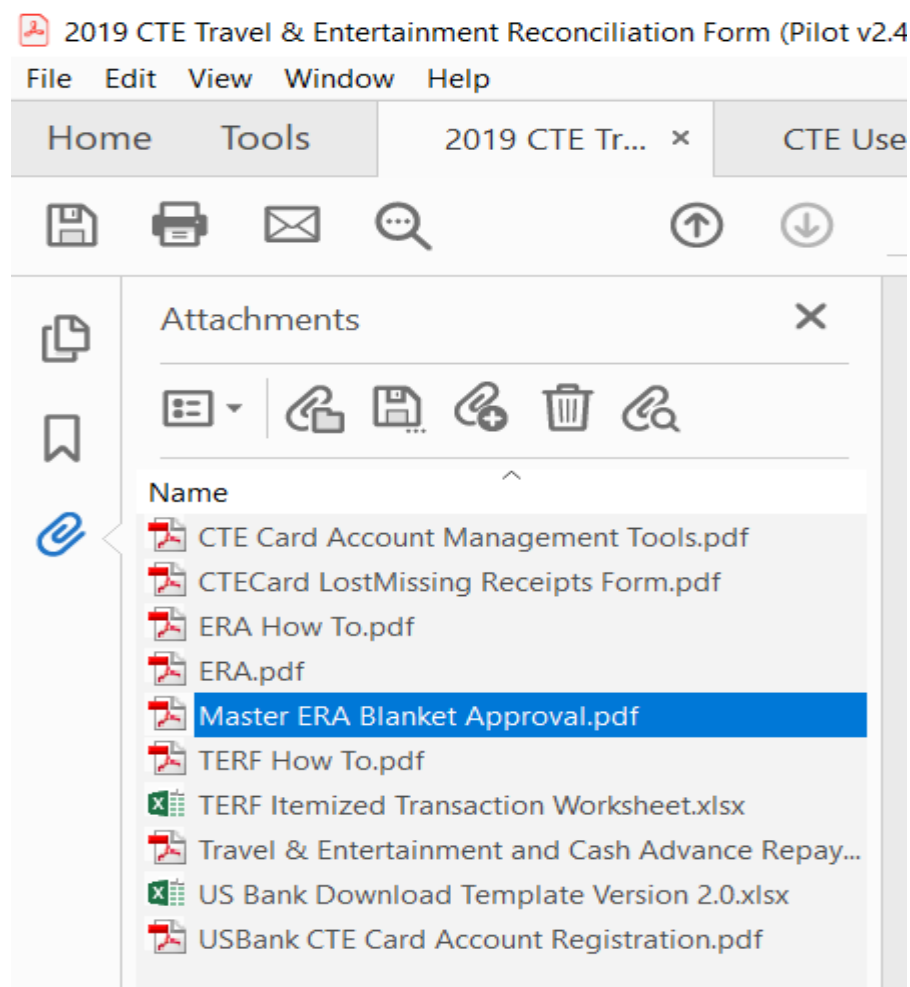
CTE Travel & Entertainment Reconciliation Form Instructions

The new CTE Travel & Entertainment Reconciliation form (TERF) should be filed within 45 days of the conclusion of your travel, but it is recommended that you do so within 10 days of returning from your trip.

Your department/division may require more documentation in addition to FAST's requirements. Please speak with your divisional/department leader to find out what is required before you submit your form. If you have more than 4 separate trips or entertainment events, you will need to fill out additional TERFs and attach them to the back of your original TERF.

Tip: It is recommended that you fill this form out electronically so that you can benefit from the automatic calculations, electronic signatures, and electronic submission that the form allows for.

Attachments: The following documents are attached to your TERF and can be accessed by selecting the embedded links in the PDF or selecting them from the Attachments column: **TERF How To**, **ERA**, **ERA How To**, **TERF Worksheet**. The TERF Worksheet is used to provide itemized documentation of expenses and attached for submission with the TERF.



Top of Form:

Important: Form must be filled out in Adobe Reader 8 or above for form functionality

204 Submitted or on file. Note: If NOT on file, complete [Payee Setup 204](#) form

Print Form Clear Form

Adobe Reader: This form has been designed and optimized for use with Adobe Acrobat/Reader. This means for full functionality it should be opened and filled out with Adobe Acrobat or Adobe Reader. Note: the link will direct the user to [UCSC's ITS website](#) for download and terms of service.

204 Submitted or On File: Check this box if traveler has recently completed the Payee Setup 204 form or already has an account in the BANNER Financial System. If you know that the traveler will be seeking reimbursement but does not have an account in Banner, ask them to complete a Payee Setup 204 form and submit it to FAR.

Personal Information:

Traveler's Name: <i>Last, first, m.</i>	
Team Affiliation (Optional):	
Traveler's Email:	Phone:
Campus Mail Stop:	
(or)Traveler's Address:	

Traveler's Name: Enter sole traveler or group leader's name as it was entered on the Payee Setup 204 form. For group leaders attach a list of co-traveler names or enter those names into the "Additional Notes" section.

Team Affiliation: Enter the team affiliation tied to the traveler or group. If there is no team affiliation leave blank.

Traveler's Email: Provide preferred active email address.

Phone: Enter the best number to contact traveler (7 or 10 digit).

Campus Mail Stop or Payment Address: Provide address or campus mail stop where physical check payments should arrive. If traveler has a direct deposit BANNER account provide desired address where a physical check should be sent if one were to be created.

Office Use:

Document #:	
Vendor #: @	Date Due:

Document #, Vendor #, Date Due: This section is for FAST use and should be left blank.

Affiliation:

Affiliation	Select	Select Campus
U.S. Citizen	<input type="checkbox"/> Yes <input type="checkbox"/> No	Foreign Visa Type

Affiliation: Select appropriate option between Visitor, UC Student, or UC Employee.

Select Campus: Select the campus the traveler is currently employed at or attending.

U.S. Citizen: Select citizenship status.

Foreign Visa Type: Select the choice that applies to the traveler.

Form Prepared By:

Form Prepared By:
Dept / Division:
E-mail:
Phone:

Form Prepared By: Enter name of person preparing form if not the traveler. If the traveler is preparing form, leave section blank.

Dept/Division: Department or division of form preparer.

E-Mail: Provide preferred active email address of preparer.

Phone: Enter preferred number to contact form preparer (7 or 10 digit).

Payments Made to or on Behalf of Traveler:

Enter all payments made to or on behalf of the traveler from Section 3 of corresponding TAR, CTE Card USBank Statement, or USBank Transaction History		
Trip Number		
Expenses	TAR	CTE
Airfare		
Reg Fee		
Lodging		
Other		
Total	\$ 0.00	\$ 0.00
Enter cash advances from UCSC		
Cash Advance		

Trip Number: If a Travel Advance Request form was submitted pre-travel then enter the assigned trip number. Otherwise enter N/A or leave blank.

TAR Payments: If no expenses were paid on behalf of the traveler, or reimbursed early before the trip leave this area blank. If a TAR form exists for the trip, enter all expenses from the TAR Form's Section 3 "payments made to or on behalf of traveler."

CTE Payments: If no expenses were paid via U.S. Bank's Corporate Travel & Entertainment Card, leave this area blank. If expenses were incurred, enter all appropriate categorized expenses directly shown on the CTE Card statement, or CTE Card transaction history.

Cash Advance: If a cash advance was issued with a TAR enter the dollar amount in this field.

All Actual Expenses:

All Actual Expenses: Enter the total expenses below from all payment methods for each business purpose. To itemize expenses see attached TERF Worksheet .						
Travel Business Purpose	Select	Select	Select	Select	Total Expense	Comments:
Date	to	to	to	to		
Business Purpose (Detail)						
Destination						
Personal Car Mileage (1/1/2019)					0	
Personal Car Mileage Reimbursement (\$8 ¢/mile)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
Airfare *					\$ 0.00	
Rental Car * (excludes insurance)					\$ 0.00	
Other Transportation					\$ 0.00	
Parking/Tolls					\$ 0.00	
Conference Registration *					\$ 0.00	
Lodging (room + tax only) *					\$ 0.00	
Meals & Incidentals (\$62 max/day or (O) CONUS/diem)					\$ 0.00	
Misc. & Supplies (Explain)					\$ 0.00	
Entertainment (explain with ERA)					\$ 0.00	
TOTALS:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	Total of all actual expenses

TERF Worksheet: The link will open the attachments section of this PDF. Select the TERF Worksheet excel from that list to open and fill in all itemized expenses for each business purpose.

Business Purpose: Select the option that best fits the purpose of the trip, or select the “Manual Entry Here” option to write in your own business purpose.

Date: Enter the depart and return dates for the travel including transit to and from the destination.

Business Purpose (Detail): Add additional details to substantiate the business purpose of the trip, such as conference name, and ensure supporting documentation is attached, such as the conference agenda.

Destination: Provide city and state (domestic), or city and country (foreign).

Personal Car Mileage & Reimbursement: If a personal car was used enter the actual miles driven for entire trip from your workplace. The form will calculate the reimbursement amount due back at the current designated rate. For further information on Personal Car Mileage & Reimbursement see the [Travel Guide](#)

Airfare: Enter the cost of all airline tickets, whether purchased through a TAR, CTE Card, or Out-of- Pocket.

Rental Car: Enter rental car cost here. Fuel costs for a rental vehicle should be added to the Other Transportation field.

Other Transportation: Costs for taxis, shuttle services, ride share, rental vehicle fuel costs, etc. should be entered in this row.

Parking/Tolls: Enter any meter, parking garage, or bridge toll costs in this row.

Conference Registration: Enter any conference/event registration costs here whether being reimbursed for Out-of-Pocket, charged to CTE Card, or previously paid directly by the University or through a TAR.

Lodging: Hotel Expenses are entered in this row. Only room charges and applicable taxes should be entered in this row. A non-cash hospitality gift expense up to \$75 can be entered here if traveler stayed with relatives or friends instead of incurring hotel costs.

Meals & Incidentals: Enter actual expenses for meals in this row (up to daily [\(O\)CONUS per diem rates](#)).

Misc. & Supplies: Include other expenses not mentioned above in this row (baggage fees, housekeeping tips, event supplies etc.) and must be related to the trip or the event. Office supplies are not allowable to purchase with the CTE Card.

Entertainment: List any entertainment related expenses, and complete the attached Entertainment Reporting Addendum with proper authorization signatures and notation. Leave blank if no entertainment expenses were incurred.

Totals: If using Adobe Acrobat, all totals will self-calculate, giving the total amounts for each trip and for each expense type. If manually filling the form, ensure to total each row and column.

Comments: Enter pertinent information, description of expenses, or important statements about the travel for each expense type here.

Traveler Certification and Totals:

<p>* Must submit original itemized receipts regardless of amount</p> <p>Traveler's certification: I certify the above are actual expenses incurred by me while on official University business per the dates shown, and that the original receipts are attached for each expense of \$75.00 or more, per UC policy (G-28). I certify that I have complied with CA's auto liability insurance law while operating my personal auto on University business.</p>	<Less payments made on behalf of traveler>	\$ 0.00	All actual Travel/Entertainment expenses paid for with the CT&E card are not reimbursed, so reduce from the actual expense total
	<Less Cash Advance>	\$ 0.00	Cash Advance is reduced from total expenses
	Reimbursement or <Payment Due>	\$ 0.00	Amount back to Cardholder, auto populates line one of TOE, maybe split between funding sources

Required Documentation: Supporting documentation must be submitted for Airfare, Conference Registration Fee, Rental Car, and Lodging regardless of amount.

Traveler Certification: This notifies the traveler of UCOP policy that any expense of \$75 or more that must be supported by an appropriate documentation, and that if a personal auto was used it complies with CA's auto liability insurance.

Payments Made on Behalf of Traveler: TAR and CTE Card purchases from the above section are added in here.

Reimbursement or <Payment Due>: is calculated by the following equation:

All Actual Expenses – Travel Advance Request – Corporate Travel & Entertainment Card – Cash Advance = 0, Payment Due, or Reimbursement to Traveler.

This displays the net total of all expenses. A negative value means that a payment is due to the UC Regents on behalf of the traveler, and can be deposited with a [Travel Cash Advance Repayment](#) form at the Cashier's office; attach your deposit slip/receipt to the Post Travel form before submitting. If the value is positive the traveler will receive a reimbursement.

Reimbursement to Traveler:

<p>Submit form(s) and required supporting documentation/receipts to: ctecard@ucsc.edu</p>				<p>Reimbursement to Traveler <input type="checkbox"/> Check Box to enter custom amount in line 1 of Reimbursement</p>		
Fund	Organization	Account	Activity	Amount	Description of Expense	Doc. Ref. Number

Manual Reimbursement Journal Entry (Check Box): If a reimbursement is due back to the traveler, the total due from Out-of-Pocket expenses will auto populate into the Amount column in line 1 of the Reimbursement section. If this amount needs to be changed, you can select the check box to reset the field and enter in a custom amount (such as splitting between FOAPALS).

Reimbursement to Traveler: Provide the 5 digit fund number, 6-digit organization code, and 6-digit account code representing the unique funding source for the reimbursement. If no reimbursement is due to the traveler leave section blank.

Transfer of Expense:

Sign with a Digital ID



Choose the Digital ID that you want to use for signing:

Refresh



Ivan Ditmars (Digital ID file)

Issued by: Ivan Ditmars, Expires: 2024.03.26

[View Details](#)



Ivan Ditmars (Windows Digital ID)

Issued by: Ivan Ditmars, Expires: 2024.01.10

[View Details](#)



Configure New Digital ID

Cancel

Continue

and click continue

Configure a Digital ID for signing



A Digital ID is required to create a digital signature. The most secure Digital ID are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

Select the type of Digital ID:



Use a Signature Creation Device

Configure a smart card or token connected to your computer



Use a Digital ID from a file

Import an existing Digital ID that you have obtained as a file



Create a new Digital ID

Create your self-signed Digital ID



Cancel

Continue

and click continue

Select the destination of the new Digital ID ✕

Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.

Save to File
Save the Digital ID to a file in your computer

Save to Windows Certificate Store
Save the Digital ID to Windows Certificate Store to be shared with other applications

? Back Continue

The last step is to create your unique digital encrypted signature password to paste into the documents:

Create a self-signed Digital ID ✕

Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name	<input type="text" value="John Jones"/>
Organizational Unit	<input type="text" value="BSOE-Dean's Office"/>
Organization Name	<input type="text" value="UCSC"/>
Email Address	<input type="text" value="JJones@ucsc.edu"/>
Country/Region	<input type="text" value="US - UNITED STATES"/>
Key Algorithm	<input type="text" value="2048-bit RSA"/>
Use Digital ID for	<input type="text" value="Digital Signatures"/>

? Back Continue

Save the self-signed Digital ID to a file ✕

Add a password to protect the private key of the Digital ID. You will need this password again to use the Digital ID for signing.

Save the Digital ID file in a known location so that you can copy or backup it.

Your Digital ID will be saved at the following location :

C:\Users\Unnamed\AppData\Roaming\Adobe\Acrobat
Browse

Apply a password to protect the Digital ID:

Confirm the password:

?


Back
Save

Then click on Save and you now can digitally sign all TERFs, ERAs, and all other pertinent forms related to the CTE Program.

Submission: Once all authorized signatures have been added, the form and required supporting documentation (lodging, airfare, rental car, conference registration, any expense \$75 or more, etc.) can be e-mailed to ctecard@ucsc.edu.

U.S. Bank Statement/Transaction History Download and Review:

Logging On:


Access[®] Online

[Contact Us](#)

[Login](#)

Welcome to Access Online!

Please enter the information below and login to begin.

* = required

Organization Short Name:*

User ID:*

Password:*

Login

[Forgot your password?](#)
[Register Online](#)

Go to [U.S. Bank Account Login Page](#) to gain access to your account. Log in using the appropriate details, if you have not established your account use the Register Online option and follow the prompts.

Main Page:

usbank Access[®] Online

Chat With Us Log Out

Request Status Queue
Active Work Queue
System Administration
Account Administration
Transaction Management
Account Information
Reporting
Dashboard
Data Exchange
My Personal Information

Welcome to Access Online

Your last login was 11/14/2018

Message Center

[Message\(s\) from Access Online](#)

Language Selection:
American English ▾

Home
Email Center
Contact Us
Training

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Once logged in, you will be taken to your main account page. From here you can view current statements, update personal information, print previous statements, etc.

Transaction History Report:

usbank Access[®] Online

Chat With Us Log Out

Request Status Queue
Active Work Queue
System Administration
Account Administration
Transaction Management
Account Information
Reporting
Dashboard
Data Exchange
My Personal Information

Transaction Management

Transaction List

View, review, allocate/reallocate and add comments to transaction information.

[View Previous Cycle](#)
Presents the Transaction list for the previous cycle.

[View Unmatched Transactions](#)
Presents the unmatched transactions list.

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To fill out your Travel & Entertainment Reconciliation Form (TERF), you will need to download your current transaction history report if the statement hasn't closed, or a current statement if the transactions have posted to the account. Select Transaction Management then View Previous Cycle to view either of these.

Select Billing Cycle:

- Request Status Queue
- Active Work Queue
- System Administration
- Account Administration
- Transaction Management
- Transaction List
- Account Information
- Reporting
- Dashboard
- Data Exchange
- My Personal Information

- Home
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Transaction Management

Card Account Summary with Transaction List

Card Account Number: ***** [Switch Accounts](#)

Card Account ID: 10/22/2018

[» Trans List](#)

[-] Card Account Summary

Account Number: ●

Account Name: ...

Billing Cycle Close Date: 10/22/2018

Total Transactions:	\$3,762.48	19
Reallocated Transactions:	\$0.00	0
% Reallocated Transactions:	0.0%	0.0%

● Open Account

Select the billing cycle that the expenses occurred upon for the TERF.

Downloading Statement:

- Request Status Queue
- Active Work Queue
- System Administration
- Account Administration
- Transaction Management
- Transaction List
- Account Information
- Reporting
- Dashboard
- Data Exchange
- My Personal Information

- Home
- Email Center
- Contact Us
- Training

Transaction Management

Card Account Summary with Transaction List

Card Account Number: ***** [Switch Accounts](#)

Card Account ID: 10/22/2018

[» Trans List](#)

[-] Card Account Summary

Account Number: ●

Account Name: ...

Billing Cycle Close Date: 10/22/2018

Total Transactions:	\$3,762.48	19
Reallocated Transactions:	\$0.00	0
% Reallocated Transactions:	0.0%	0.0%

● Open Account

Once the appropriate billing has been selected, all charges made during that period will be visible. Selecting Print Account Activity will open an option to download the statement (some variation in step due to different internet browser preferences).

Account Statements:

The screenshot shows the US Bank Access Online interface. At the top left is the US Bank logo and "Access Online". At the top right are "Chat With Us" and "Log Out" buttons. A left-hand navigation menu includes: Request Status Queue, Active Work Queue, System Administration, Account Administration, Transaction Management, Account Information (selected), Reporting, Dashboard, Data Exchange, and My Personal Information. Below the menu are links for Home, Email Center, Contact Us, and Training. The main content area is titled "Account Information" and contains a box with "Card Account Number: *****" and "Card Account ID:" with a "Switch Accounts" link. Below this are sections for "Statement" (View account statement(s)) with links for Cardholder, Managing, and Diversion Account Statements; and "Account Profile" (View account demographics, limits, accounting code, and other related information.) with links for Cardholder, Managing, and Diversion Account Profiles.

Selecting Account Information from the left column of your main page will also open a page to view all previous card statements.

Cardholder Account Statement:

The screenshot shows the US Bank Access Online interface for Cardholder Account Statements. At the top left is the US Bank logo and "Access Online". At the top right are "CHAT_WITH_US", "Leave Account Statements", and "Log Out" buttons. The main content area is titled "Account Statements" and contains a "Switch Accounts" link. Below this is a form with "Account Unique ID:" and "Account ID:" fields, and "Account Number: **" with a dropdown arrow. A "Please Note" states: "The statement can't be used for remittance of payment, it's for display purposes only." Below the note is a "View account profile" link. A list of statements for the year 2018 is shown, with dates and PDF icons: 11/23/2018, 10/22/2018, 09/24/2018, 08/22/2018, 07/23/2018, 06/22/2018, 05/22/2018, 04/23/2018, 03/22/2018, and 02/22/2018.

Selecting the Cardholder Account Statement will open all previous statements, which are then directly downloaded when one is selected.

Reconciling Statement:

MESSAGES:

TRAN DATE	POST DATE	MCC CODE	TRANSACTION DESCRIPTION	REFERENCE #	AMOUNT
10-11	10-12	4789	SUPERSHUTTLE EXECUCARNYC NY	244	44.41
10-11	10-12	4789	SUPERSHUTTLE EXECUCARNYC	244	29.18
10-19	10-22	4131	BUSBUD DE	242	38.00
10-20	10-22	3256	ALASKA AIR SEATTLE WA DEPARTURE: 01-03-19	244	520.82
10-20	10-22	3001	SEA AS Q SJC AS G SEA AS Y PUW AMERICAN AIR FORT WORTH TX DEPARTURE: 01-03-19	244	806.69
10-20	10-22	3001	PBI AA M DFW AA M SJC AA L LAX AA L CLT AMERICAN AIR FORT WORTH TX DEPARTURE: 01-03-19	244	676.31
10-20	10-22	3000	CLT AA L DFW AA L SJC AA Q LAX AA Q CLT UNITED TX DEPARTURE: 01-03-19	246	244.64
10-20	10-22	3000	EWR UA S ORD UA S SJC UNITED TX DEPARTURE: 01-03-19	246	497.59
10-20	10-22	3066	EWR UA Q DEN UA Q SJC AS T PDX SA T SEA SOUTHWES TX DEPARTURE: 01-03-19	246	109.96
10-20	10-22	3066	BUR WN D SJC WN J BUR SOUTHWES TX DEPARTURE: 01-03-19	246	293.60
10-20	10-22	4511	DEN WN E BUR WN E SJC WN G PHX WN G DEN AGENT FEE BCD TRAVEL OR DEPARTURE: --	247	11.50

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER	ACCOUNT SUMMARY	
	****_****_****_		PURCHASES, FEES & ADJUSTMENTS
	STATEMENT DATE	CHECKS/CASH ADVANCES	\$0.00
	10/22/18		
MANAGING ACCOUNT NUMBER		DISPUTE AMOUNT	\$0.00
****_****_****_			
CONTACT AND ADDRESS		CREDITS	\$0.00
UC SANTA CRUZ ED MORAN 1156 HIGH STREET ATTN: ACCOUNTING SANTA CRUZ , CA 95064			
		STATEMENT TOTAL	\$3,762.48

Once downloaded, review the statement for accuracy. If all charges can be verified, then proceed to enter the appropriate expenses into **both** the CTE Card Expenses column and the All Expenses Section of the TERF.

Tip: The CTE Card Expenses column will match exactly the charges pulled from this statement or transaction history. The All Expenses Section may differ if a TAR, Cash Advance, or Out-of-Pocket expense was also incurred.

Preparing Receipts

Approach A

- Highlight and annotate receipts on the spot.
- Take a picture or use an app (currently under development) to take a picture.
- Create a folder to store pictures.
- Once able, download and join photos in a PDF (by trip, category, date).
- Upload to your folder, save as "*Receipts Traveler's Name Date*" (month of the statement/ ending month; EX: Receipts John Doe 01.2019).

Approach B

- Keep paper receipts.
- Tape to paper as done previously, with appropriate labels.
- Highlight and annotate the paper or the receipts.
- Scan piece of paper with the receipt attached.
- Take a photo of the original receipt

Preparing Expenses

- Go to US Bank (<https://www.access.usbank.com>).
- Organization Short Name "uofca".
- Enter name and password.
- Select "Reporting" on the upper left side.
- Select "Transaction Summary".
- Enter Statement first and last date (for example XX/23/18 to XX/22/18).
- Scroll down to "Report Output".
- Select "Excel".
- Press button for "Run Report" and a small window will open with an Excel Spreadsheet.
- Open Excel Spreadsheet.

Preparing Google Share Template

- Go to "Template US Bank Download" File > "Make a Copy".
- Rename copy "Spreadsheet Traveler's Name Statement month.year (EX: Spreadsheet John Doe 01.2019).

Moving Expenses from US Bank to Template

- Open US Bank Excel Sheet.
- Highlight data in columns "H" (Merchant Name) through "K" (Transaction Date) (note: careful to just highlight the data and not the header row).
- Edit > Copy.
- Go to "Template US Bank Download" and place cursor in upper left corner cell under header of Column A ("Merchant Name"), Edit > Paste Special > Paste Values Only.

Categorizing Expenses in Template

- Go through expenses line by line.
- Select Trip A, B, C, D.
- Select FAST Category.
- Select Payment method.
- Indicate that you have the receipt.
- Explain any details Tier 1 or Tier 2 need to know about this expense.

Adding Cash and/or Personal Card Payments

- For expenses not on CTE card, user will need to create a new row.
- Highlight Row > Right Click > Insert Row.
- Add Merchant Name, Transaction Amount, Transaction Date (use same date format as other dates).
- Follow same steps as above for Trip, FAST Category, Payment, etc.

Separating Expenses in Hotel Folio

- If there a hotel folio contains multiple FAST Categories, then create a new row for each FAST Category, such as Parking and Hotel, follow instructions above for “Adding Cash and/or Personal Card Payments”.

Mileage

- For Mileage, user will need to create a new row (Highlight Row > Right Click > Insert Row.
- Add Merchant Name (Personal Car), Transaction Amount (put in the miles here - not the dollar amounts), Transaction Date (use same date format as other dates), Explain (Start and End locations and XX Miles).
- Create a new row for each day of personal mileage.
- When ready to submit expenses please add together all miles from Transaction Amount column (by trip) and enter total number of miles into PDF, which will do calculations for you.

Filling out the CTE form

- Using filters in Google Sheets/ Excel, fill out the CTE Trip Details.
- Add the CTE Card (not out of pocket) expenses to the top right box as appropriate.
- Add all expenses that you paid for and put that in the proper cell toward the bottom of the first page.
- Check the FOAPALS.
- Save CTE Form as “*CTE Traveler’s Name Date*” (month of the statement/ ending month; EX: CTE John Doe 01.2019).

Upload to the Drive

- Three documents will be upload to the drive: CTE PDF, Excel Sheet, TARS, Receipts PDF, CTE Statement.
- Order of Receipts PDF is:
 - By Trip.
 - By Category from top row to bottom row of the CTE Reconciliation Form.
 - By Date of transaction.
- Put them in the Ready for Tier 1 folder.
- Order follows the CTE Reconciliation Form.

Business Contracts Processing of CTE Card's Purchasing Agreements Requiring UC Signatures

- Requestor is responsible to facilitate all payments with finance.
- BC processing starts once the requestor forwards the Agreement via email to businesscontracts@ucsc.edu.
- Required Information:
 - Requestors full name.
 - Requestors full contact info.
 - Requestor's department info.
 - Supplier's full legal name and address (example: HP Inc., not Hewlett-Packard or HP or H.P., etc.).
 - Supplier representative's name and contact info.
 - Summary on product information that is to be purchased.
 - If applicable - summary of all pertinent information on the background of why the product is being purchased.
 - Any questions about the supplier's terms and conditions.
 - Any modification requests to the supplier's terms and conditions, and why the change is being requested.
- BC will contact the requestor directly with any questions and/or instructions.
- Requestor will be responsible for sending the document to the supplier for their signature and forward a soft copy back to BC.
- BC will place a fully executed copy in the associated Gdrive folder.
 - **Important:** Gdrive folder should NOT be used as the official system of record. This responsibility falls on the department to keep the records of purchase outside of CruzBuy.
 - Because this has been executed outside of CruzBuy, the originating department/purchaser is the official office of record for this contract for legacy and audit purposes adhere to the UC document retention policy.
 - <https://rim.ucsc.edu/retention/UCRS.html>.

Note: only Procurement Services has authority to sign contracts on behalf of the University.
Re: Signing Authority: <https://www.ucop.edu/business-resource-center/policies-and-guidance/guidelines/delegations-of-authority.html>