

## BFA Administrative Directive: #50 - 1

# Administrative Services Procurement and Logistical Services

## 1.0 PURPOSE

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This guideline will provide clarification on the role of the Procurement Card allowances with regard to operations at the Santa Rosa Island Research Station (Station). Specifically, this directive will address food and travel needs of the Station.

## 2.0 BACKGROUND

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The Station is located over 40 miles away from the Ventura Harbor. As such, procuring transportation and food for use at the Station can be complicated and provide for an unreasonable administrative burden. It is the intent of this directive to allow for a smoother procurement of travel and food and still remain within the guidelines of the overall procurement and pro-card policy.

## 3.0 PROCEDURES

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### Travel

There is significant repetitive travel to the Station that results in additional and unnecessary paperwork and approvals. As a result, given the unique location of the Station and, at times, the challenge associated with scheduling of transportation, CI will authorize Academic Affairs to acquire a dedicated open CIT number to be used for emergencies only. The open Emergency CIT will be setup with Island Packers and/or Camarillo Aviation for travel purposes specifically to and from the Station. This would be set up as an open invoice with authorized users and billed back to the campus. It is the expectation that transportation be reviewed by staff in the Academic Affairs Budget Office on a monthly basis to determine compliance with the Travel Policy. It is the intent of this process to address transportation issues that arise including weather changes, transportation cancellations by the company, and other unforeseen issues that impact the regularly scheduled transportation. Additionally, Procurement and Logistical Services staff will work with Academic Affairs Administration should questions arise regarding use of the open Emergency CIT.

### Food

There is significant repetitive travel to the Station that results in additional and unnecessary paperwork and approvals. There is also the challenge of providing required meals given the unique location of the Station and in reality there are no food options at the Station. If a determination is made that visitors to the Station are not required to bring their own food, the CI Travel Policy shall apply to purchasing / reimbursing of food.

For example, if a group of 10 people are coordinated to go the Station and the Station is responsible for food, then a designated person (the Station Manager), shall be allowed to purchase food in the amount allowed by the CI Travel Policy on a daily basis. If the daily amount of food is \$50 per person, then up to \$500 per day may be purchased to accommodate for this activity. The regular reconciliation process will be used, the course or program briefly described, a list of guests' names, and receipts must be provided.

This will be considered an allowable expense on the procurement card as recommended by Academic Affairs and approved by Procurement and Logistical Services.

As is the current practice, UGC can serve as a resource for people traveling to the station for one or more days. UGC possesses expertise for remote serving of food, but is not required to be used.

## 4.0 DEFINITIONS

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### Travel Policy

<http://policy.csuci.edu/FA/02/FA.02.001.htm>

### Policy Procedures

<http://www.csuci.edu/financial-services/forms/accounting/csu-travel-procedures-g-001-april-2013.pdf>

## 5.0 CONTACTS

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Administrative Services: Dr. Erik Blaine  
Procurement and Logistical Services: Valerie Patscheck  
Financial Services: Missy Jarnagin

## 6.0 APPROVALS

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Prepared by: E. Blaine  
July 11, 2014  
Reviewed by:  
Approved by:

## 7.0 REVISION TRACKING

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Document Title: Administrative Services: Santa Rosa Island Procurement

Author: D.E., Administrative Services  
Date: 7/11/2014

### Revision History

Revision Date	Revised By	Summary of Revisions	Section(s) Revised
7/15/2014	Erik Blaine	Clarified distance to island.	2.0

### Review / Approval History

Review Date	Reviewed By Name	Reviewed By Department	Action (Reviewed, Recommended or Approved)
9/12//2014	Valerie Patscheck	Procurement and Logistical Services	Per a meeting with PLS, Accounts Payable, and Academic Affairs, it was determined that an open Emergency CIT no. would be more efficient and require less maintenance than an open PO.
8/18/2014	Missy Jarnagin	Financial Services	No Comments
7/15/2014	Dan Wakelee	Academic Affairs	No Comments
10/15/2014	Katharine Hullinger	Risk Management	No Comments