

ANR UCCE MATRIX of APPROVALS for COUNTY DIRECTORS

UC ANR ACTION/DOCUMENT	ANR Authorization/Signature	Process or on-line system
County Director Leave Reporting		
Advisor Monthly Timesheets	County Director	Review in Time Reporting System
County Director Monthly Timesheets	Director, County Cooperative Extension	Review in Time Reporting System
County Director requests for vacation, sick time off or other leaves, including notification of Acting CD (4 days or more)	Director, County Cooperative Extension	Email to Director, County Cooperative Extension
Financial Actions		
Travel Expense Reports for Advisors	County Director	Approvals in AggieExpense System
Travel Expense Reports for County Directors	Director, County Cooperative Extension	Approvals in AggieExpense System
Requests for County Director international travel	Director, County Cooperative Extension	Email to Director, County Cooperative Extension
Entertainment Expense Reports for County Directors	Director, County Cooperative Extension	Approvals in AggieExpense System
Funding Change Requests	County Director	Approvals in Workflow Automation
Reimbursement Requests for County Directors (out-of-pocket purchases)	Director, County Cooperative Extension	Approvals in AggieExpense System
Pcard Transactions for County Directors	Director, County Cooperative Extension	Approvals in AggieExpense System
Departmental Purchase Orders (<\$10,000)	County Director	Send to BOC assigned team email
Requests for Purchase Requisitions (orders > \$10,000 and business contracts)	County Director	Send to BOC assigned team email
Requests for Purchase Requisitions requiring exceptional approval and sole source requests	County Director AND Controller	Send to BOC assigned team email
Confirming orders /Unauthorized Purchases	County Director	CD selects BOC Director in WFA Workflow Automation System
Gift Acceptance documents:		
CE Tender of Gift Form	County Director	Send gift documents to BOC (mail checks or email if deposited locally)
Gift Acceptance Letters for Gifts Received by Advisors (for gifts up to \$10,000)	County Director	See above
Gift Acceptance Letters for Gifts Received by County Directors (all \$\$)	Director, County Cooperative Extension	See above
Gift Acceptance Letters for All Gifts \$10,001 to \$50,000	Director, County Cooperative Extension	See above
Gift Acceptance Letters for All Gifts over \$50,001	Associate Vice President	See above
Grant Proposals & Cost Share Commitment Letters submitted by Advisors	County Director	Upload into ANR Grants Tracking System
Grant Proposals & Cost Share Commitment Letters submitted by CDs	Director, County Cooperative Extension	Upload into ANR Grants Tracking System
Requests for Recognition Gifts to Others on Behalf of UC (County Directors may approve up to policy maximum)	County Director	Send to BOC assigned team email
Requests for Gifts to Others on Behalf of UC Requiring Exceptional Approval	Controller	Send to BOC assigned team email
Requests for Memberships to be Paid from UC Funds for Advisors	County Director	Send to BOC assigned team email
Requests for Memberships to be Paid from UC Funds for County Directors	BOC	Send to BOC assigned team email
Requests for Checks re: Reimbursements, Scholarships, Honorariums	County Director	Approvals in WFA (Workflow Automation)
Contractual/Legal Actions		
Legal Documents (Affidavit, Bill of Sale, Consulting, Copyright, Indemnity, Material Transfer, Non-Disclosure, Partnership, Settlements, Trusts, Water Rights, etc.)	Associate VP or Controller (depending on content)	Email to: newagreement@ucanr.edu
Programmatic Memorandum of Understanding (MOUs)	Associate VP	Email to: newagreement@ucanr.edu
Facility Use Agreements (*If FUA includes indemnity clause, CD must modify w/Attachments A or B before signing.	County Director	Email to Risk Services
Real Property Agreements (Researcher's Access Agreements, Land Use Agreements, Leases, Licenses, Easements and Rights-of-Way)	Associate VP or Controller (depending on content)	Email to newagreement@ucanr.edu
Subpoenas: Review all UC-related subpoenas with the Controller's office; they will advise on any reimbursement to which the UCCE County office is entitled	N/A	Email to newagreement@ucanr.edu
Other: Before signing any document that would obligate the UC Regents please consult the Controller's Office	Associate VP or Controller (depending on content)	Email to newagreement@ucanr.edu

UC ANR Business Operations Center Contact Information

Address: 2801 Second Street, Davis, CA 95618

Business Operations Center Website

https://ucanr.edu/sites/anrstaff/Administration/Business_Operations/Business_Operations_Center

AggieExpense System

<https://supplychain.ucdavis.edu/travel-entertainment/aggieexpense>

Time Reporting System - single sign-on page

<https://trs.ucdavis.edu/trs/>

Workflow Automaton (WFA) - sign-in page

<https://wfa.ucanr.edu/>

BOC Director Su-Lin Shum

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Business Partner Teams, Associate Director Tracy Roman

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Payroll Manager, Anne Marie Scott

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