

ANR UCCE MATRIX of APPROVALS for COUNTY DIRECTORS
Effective September 2018

UC ANR ACTION/DOCUMENT	ANR Authorization/Signature Provided By	UC On-line System/Process
Advisor & County Director Leave Reporting		
Advisor Monthly Leave Records	County Director	UCD Time Reporting System
County Director Academic Monthly Leave Records	Vice Provost Mark Lagrimini	UCD Time Reporting System
County Director requests for leave and notification of Acting CD (4 days or more)	Vice Provost Mark Lagrimini	Send email to: mlagrimini@ucanr.edu
Financial Actions		
Travel Expense or Entertainment Expense Reports for Advisors & staff	County Director	UCD AggieTravel System
Travel Expense or Entertainment Expense Reports for County Directors	Vice Provost Mark Lagrimini	UCD AggieTravel System
Requests for County Director international travel	Vice Provost Mark Lagrimini	Send email to: mlagrimini@ucanr.edu
Requests to Reimburse County Directors for out-of-pocket purchases ("professional expenses")	Vice Provost Mark Lagrimini	UCD AggieTravel System
Departmental Purchase Order Form/Purchasing Card Transactions (<\$5,000)	County Director	Scan and email to BOC-Kearney
Requests for Purchase Requisitions (orders > \$5,000 and business contracts)	County Director	Scan and email to BOC-Kearney
Requests for Purchase Requisitions requiring exceptional approval or sole source	County Director AND Controller Jake McGuire	Scan and email to BOC-Kearney (BOC coordinates exception requests)
Confirming Purchase Order Requests for After-the-Fact/Unauthorized Purchases	CD / BOCK / Jake McGuire	CD selects "BOCK" on electronic Confirming Order Form (from BOC-K website)
Gift Acceptance documents (based on ANR delegations of authority):	County Director	Mail gift documents to BOC-Davis
CE Tender of Gift Form	County Director	
Gift Acceptance Letters for Gifts Received by Advisors (for gifts up to \$10,000)	County Director	
Gift Acceptance Letters for Gifts Received by County Directors (all \$\$)	Vice Provost Mark Lagrimini	
Gift Acceptance Letters for All Gifts \$10,001 to \$50,000	Vice Provost Mark Lagrimini	
Gift Acceptance Letters for All Gifts over \$50,001	Associate VP Wendy Powers	
Grant Proposals & Cost Share Commitment Letters submitted by Advisors	County Director	ANR Grants Tracking System
Grant Proposals & Cost Share Commitment Letters submitted by CDs	Vice Provost Mark Lagrimini	ANR Grants Tracking System
Requests for Recognition Gifts to Others on Behalf of UC (County Directors may approve up to policy maximum)	County Director	Scan and email to BOC-Kearney
Requests for Gifts to Others on Behalf of UC Requiring Exceptional Approval	Controller Jake McGuire	Scan and email to BOC-Kearney (BOC coordinates exception requests)
Requests for Memberships to be Paid from UC Funds for Advisors	County Director	Scan and email to BOC-Kearney w/ UCCE Check Request Form
Requests for Memberships to be Paid from UC Funds for County Directors	BOC/Vice Provost	Scan and email to BOC-Kearney w/ UCCE Check Request Form
Contractual/Legal Actions		
Legal Documents (Affidavit, Bill of Sale, Consulting, Copyright, Indemnity, Material Transfer, Non-Disclosure, Partnership, Settlements, Trusts, Water Rights, etc.)	Associate VP Wendy Powers, Associate VP Tu Tran or Controller Jake McGuire (depending on content)	Email to Controller's Office - c/o Robin Sanchez (rgsanchez@ucanr.edu)
Programmatic Memorandum of Understanding (MOUs)	Associate VP Wendy Powers	Email to Controller's Office - c/o Ryan Harms (Ryan.Harms@ucop.edu)
Facility Use Agreements (*If FUA includes indemnity clause, CD must modify w/Attachments A or B before signing. Contact Linda Harris for assistance.) ²	County Director*	* Email to Risk Services - c/o Linda Harris (lharris@ucanr.edu)
Real Property Agreements (Researcher's Access Agreements, Land Use Agreements, Leases, Licenses, Easements and Rights-of-Way)	Associate VP Wendy Powers, Associate VP Tu Tran or Controller Jake McGuire (depending on content)	Email to Controller's Office - c/o Ryan Harms (Ryan.Harms@ucop.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 Controller's Office - c/o Robin Sanchez (rgsanchez@ucanr.edu)
Other: Before signing any document that would obligate the UC Regents, please consult the Controller's Office for appropriate ANR authorization	Associate VP Wendy Powers, Associate VP Tu Tran or Controller Jake McGuire (depending on content)	Email to Controller's Office - c/o Ryan Harms (Ryan.Harms@ucop.edu) or c/o Robin Sanchez (rgsanchez@ucanr.edu)

MAILING ADDRESSES:

Vice Provost: UC Agriculture & Natural Resources, 2801 Second Street, Davis, CA 95618
 BOC-K: UC ANR Business Operations Center - Kearney, 9240 S. Riverbend Ave, Partier, CA 93648
 BOC-D: UC ANR Business Operations Center - Davis, 2801 Second Street, Davis, CA 95618

UNIT GENERAL EMAIL BOXES:

BOC-K: BOCK@ucanr.edu BOC-D: BOCD@ucanr.edu