**CEP Procurement Process Examples**

**Example 1:** Rhonda Robinson, an employee of CEP Administration, returns from a business conference with expenses she has paid out-of-pocket for meals, mileage and airfare. She turns her receipts in (in chronological order) to CEP Admin Procurement Lead, Mary Lim. Mary prepares the correct forms for Rhonda and Program Approver, Chris Mount, to sign. Mary then scans them in with all approvals and the correct chartstring, and submits the reimbursement for payment.

**Example 2:** Nikko Roxas, an employee of EAOP, is planning an event for 25 high school students involved in a leadership development program being held on campus for a week in November. Nikko sends a request for box lunches for all five days and a list of supplies and incentive awards he would like purchased to his Program Approver, Garrett Naiman. Garrett reads the email and forwards the email back to Nikko and to Procurement Lead, Joly Agdinaoay, approving the purchase and providing the charge string he wants it charged 80% to 1-XXXXX-19900-17860-UIPAR and 20% to 1-XXXXX-19924-17860-UIPAR. Joly then attaches the approval to a cart in BearBuy with the correct charge string distribution and orders all the food/supplies and incentives for Nikko.

**Example 3:** Synta Bogan, an employee of PUENTE, purchases 10 pizzas to be used as snacks for a community college conference being hosted by PUENTE at CAL on her personal credit card. She gives receipts and participant list to her Program Procurement Lead, Leonardo Zamora. Leonardo, prepares the correct forms and provides them to Program Approver, Julia Vergara. Julia reviews the request and gives it back to Synta and Procurement Lead Leonardo approving the reimbursement with a reminder to Synta that she needs to get pre-approval next time since PUENTE requires pre-approval for all entertainment reimbursements. Julia provides a charge string for Leonardo to charge the incentives to of “Community College Fund” and Leonardo attaches documentation and approvals to a BearBuy cart along with a copy of the Entertainment Reimbursement Claim Form with an original signature from Synta and Julia and submits the request.

**Example 4:** Miya Hayes, an employee of SUP, and Theresa Vidaurri, an employee of EAOP, finish a two-week, off-site, training together for this year’s DCAC Advising Fellows. They have some supply and mileage reimbursements that they need paid. They \*each\* separately turn in their receipts to DCAC Procurement Lead Selena Liu who prepares the correct paperwork and gets signatures from the employees and Program Approver, Jose Rivas. Selena submits the correct forms, scans them in with all signatures and the correct chartstring, and submits the reimbursement for payment in BearBuy.