UNIVERSITY OF CALIFORNIA

BERKELLY + DAVIS + IRVINE + LOS ANGELES + MERCED + RIVERSIDE + SAN DIEGO + SAN ERANCISCO, SANTA BARBARA · SANTACRUZ Brostrom 9/11 VICE PRESIDENT—FINANCIAL MANAGEMENT OFFICE OF THE PRESIDENT 1111 Franklin Street. 10th Floor Oakland, California 94607-5200 September 6, 2007 *Equipment

Vice Chancellors - Administration

Subject: Revised BUS-29, Management and Control of University Equipment

This update to BUS-29, Management and Control of University Equipment, effective July 1, 2007, clarifies the population of property covered by the policy, modifies the duties and responsibilities of equipment custody departments and the campus Equipment Management Office in conducting the physical verification of property and documents the requirement by the campuses to submit equipment information annually to the Office of the President. The changes were made in consultation with the campus Controllers and Equipment Managers to promote clarity and to enhance departmental accountability for physical inventory while providing the flexibility to campuses to utilize local procedures best suited to their needs and conditions.

The revised bulletin is available at: http://www.ucop.edu/ucophome/policies/bfb/bus29.html. If you have any questions about the revision please contact Jorge Ohy at 510-987-9842 or at jorge.ohy@ucop.edu.

> Anne C. Broome Vice President - Financial Management

cc: Assistant Vice President Plotts Controllers **Executive Director Hisgilov** Manager Ohy **Equipment Managers** Universitywide Policy Coordinator Capell

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SANTA BARBARA • SANTA CRUZ

OFFICE OF THE CHANCELLOR 200 CALIFORNIA HALL #1500 BERKELEY, CA 94720-1500

revised March 10, 2006 Please replace original with this revision

March 1, 2006

Assistant Controller and Acting Associate Vice Chancellor J. Ellis, Financial Operations Associate Vice Chancellor R. Coley, BAS Business Contracts Administrator B. Donohue, Business Contracts Office Chief of Police and Executive Director V. Harrison, Public Safety and Transportation Director F. Fields, Business Services Director M. Rubinshteyn, OMMT Strategic Sourcing Manager D. Kolsom, Purchasing Operations

RE: Delegations of Authority and Business & Finance Bulletins assigned to your Campus Position

This letter is to confirm that all Delegations of Authority and Business & Finance Bulletins delegations currently assigned to your campus positions will remain in effect with the merging of the two campus units – Business and Administrative Services (BAS) and Budget & Finance.

Please contact Campus DA coordinator Cindy Major, Chancellor's Communications and Resource Center, @ 2-3115 or <u>cmajor@berkeley.edu</u> with any concerns you may have regarding these delegations of authority.

Yours sincerely,

Nathan Brostrom

Nathan Brostrom Vice Chancellor-Administration

cc: Coordinator-Campus Delegations C. Major Executive Officer & Chief of Staff Emily Sexton