Standard-Level Entertainment $5,000 or less:

Pre-Event:
1. For all Requisitions:
   a. **Lead time:** A week; minimum 2 days
   b. **Name CruzBuy cart:** UnitName.EventName.EventDate
      e.g. AIRC.StudyJam.120914
   c. **Can have multiple vendors on one requisition for each event**
   d. **If there are multiple requisitions for an event**
      Name CruzBuy carts like this:
      UnitName.EventName.EventDate.1, UnitName.EventName.EventDate.2, etc.
   d. **If Event total will be over $5,000**
      Email Katy with the main cart name in the subject header (ie AIRC.StudyJam.120914)
      And let her know (so she doesn’t approve your req by mistake!)
      *(Units are responsible for monitoring event costs, and informing Katy and Melody if an event goes over $5,000)*

2. Requisition Review:
   a. **Daily:** 8-9am and 4-5pm
      CruzBuy will be checked for requisitions & approved if they adhere to policy
      Katy will email you after 9am or by 5pm if corrections or more info are needed
   b. **If there is an issue:**
      Katy will email a CruzBuy comment to: the requestor, approver, and RS team lead
      If you can make corrections without a kickback, instruction will be in the comment
      If it has to be kicked back, explanation and instruction will be in comment
   c. **Rush requests:**
      Call AND email Katy (katye@ucsc.edu; x9-2789)

Post-Event:
1. **ERFs**
   a. **Non-Procard:**
      Enter ERF information on Google Doc: ERF Tracking
      Mail the signed ERF to: Katy Elliott, MS: Career Center
      Review: ERF will be reviewed, signed, and returned to your unit within 1 month of receipt
      ERFs with reimbursements will be done the day they are received
      Questions/Corrections: You will be emailed within a week
      ERF will be signed and returned within 1 week of issues resolved

   b. **Procard:**
      Mail the ERF and receipt copies w/ERF# on receipts: Katy Elliott, MS: Career Center
      Review: ERF will be reviewed, signed, and returned to your unit within 1 week of receipt
      Questions/Corrections: You will be emailed within three days
      the goal is to make corrections within a week of receipt

**All paper documents will be date-stamped the day they arrive; that is the date we will use when following the timeline.