FAQs for CTB Current Members

Where do I find information on UCSF benefits that are available to me?
How do I gain access to HSW-6/HSW-7 and other UCSF Locations? [1]
How do I get a UCSF ID Badge or get a replacement?
Who do I contact for any facilities issues?
Who do I contact if I have HR related questions?
Who do I submit my Purchasing Request to?
What should I do with the packing slips for UCSF-related packages I receive?
Who do I submit my reimbursement request(s) to and what documentation should I submit?
How do I send out mail?
How do I send packages with hazardous materials in it, e.g. Dry Ice?
How do I receive mail?

Where do I find information on UCSF benefits that are available to me?

Go to ucsflife.ucsf.edu [2] you will find information on a wide range of benefits that UCSF faculty, staff, postdocs and students are eligible for.

How do I gain access to HSW-6/HSW-7/HSE-15 and other UCSF Locations?

- HSW-6/HSW-7: contact Tiffany Criger (phone x69404 or email) [3].
- HSW-15: contact Adriane Joo (phone x62985 or email [4]).
- LARC: Fill out the Animal Facility Access Form [5] and submit your completed application via (fax 415-476-0681 or email [6]).

How do I get a UCSF ID Badge or get a replacement?

- Contact Tiffany Criger (phone x69404 or email [3]).

Who do I contact for any facilities issues?

- For **ALL lab locations**, contact Yenny Hua (phone x63018 or email [7]).
- Please provide Yenny with the exact location and issue.

A funding source may be required to process your facilities request.

Who do I contact if I have HR related questions?

- Contact Vic SanVicente (phone x22878 or email [8]).

Who do I submit my Purchase Order Request to?

- HSW-6 and HSW-7 CTB labs, submit your request to Tiffany Criger (phone x69404 or email [3]).
- Other CTB labs, submit your request to Ivy Lee (phone x68242 or email [9]).
- Ensure that the funding information is included and the appropriate PI signs the purchase order form [10].
- Purchasing requests under $5,000 submitted before 3pm should be processed within 24 hours.
- Purchasing requests under $5,000 submitted after 3pm should be processed within 48 hours.
- PO's will not be processed on Fridays, if they are received after 3pm on Thursday they will not be processed until the following Monday.
- Purchase requests over $5000 may take a number of days to process due to the approval process.
- **After the fact PO request**: Make sure you request a PO for all of your orders, request for service, or publications before you purchase them. Per UC policy, purchases made without first issuing a PO (after the fact purchase) is unauthorized. To improve policy compliance, the campus must follow a new process beginning March 1, 2016; therefore, obtaining after the fact POs will be harder. You must fill out the After the Fact Justification Form [11] to process your request if you do not obtain a PO beforehand.

What should I do with the packing slips for UCSF-related packages I receive?

- Every single UCSF-related package received in the department should have a packing slip or an inventory slip within it. **EVERY PACKING SLIP MUST BE SIGNED AND DATED** by the receiver and placed in the respective packing slip location in each lab for Yenny to pick up or leave them in Yenny's mailbox in HSW-6.

It is important to date and sign each packing slip because in the event there is a question or problem pertaining to a certain package we know who received it and when it came in.

Who do I submit my reimbursement request(s) to and what documentation should I submit?

- **All reimbursement request(s) must be submitted to Tiffany Criger viaemail[3] or in her HSW-6 mailbox.**

- Submit your request as soon as your travel/event concludes. **You have 45 days from the day after your travel/event to submit reimbursements and have them approved. Any late reimbursements can be considered as taxable income.**
- Documentation(s) needed for Travel and Event/Entertainment reimbursements: (All documentation can be scanned and emailed to Tiffany)

  Travel:

  - - - Fill out a travel reimbursement form [12], have PI sign and indicate which funding source to use.
        - Include your detailed airline invoice that includes flight and payment information (if applicable).
        - Include your detailed lodging invoice (if applicable).
        - Include your conference registration/membership receipts (if applicable).
        - All meal receipts. Indicate if alcohol was purchased.
        - Make sure your reimbursement request is within UCSF Travel Guidelines [13].

  Event/Meeting:

  - - - Fill out an event/meeting form [14], have PI sign and indicate which funding source to use.
        - Submit attendance list, include attendee's name, position, and UCSF affiliation.
        - Submit itemized receipts and indicate if alcohol was purchased.
        - Make sure your reimbursement request is within UCSF Meetings and Entertainment Guidelines [15].

How do I send out mail?

- *Inter-campus:*
  - Use the inter-campus brown envelopes for all internal UCSF mail.
  - All you need to put on the envelope is your receiver's name and UCSF Box#, like this: John Smith/UCSF Box 0000.
  - Make sure you also include your name and UCSF Box on the envelope.
  - You can check UCSF information here: directory.ucsf.edu [16].
  - If you put your receiver's full address the staff in mail facility will think it's supposed to go into the USPS stream, which will result in serious delays.
- *USPS:* You have two options.
  - Drop your mail off in the blue USPS mailbox in front of the Medical Center OR
  - Put your mail in the metal basket in HSW-6. (This method will take longer since it goes to UCSF receiving area in Oyster Point before it goes to the post office.
- *Fed-Ex/UPS:*
  - All outgoing Fed-Ex Express and UPS packages should be taken to the drop boxes at the "Starbuck" building (350 Parnassus Ave.) on the 2nd floor.
  - Fed-Ex Accounts: Each faculty member has their own Fed-Ex account number, ask your respective faculty for their account number.
  - Fed-Ex Express and International forms are available under the mailbox counter in HSW-6. Inform Tiffany Criger when supplies run low (phone x69404 or email [3]).

How do I send packages with hazardous materials in it, e.g. Dry Ice?

* To properly pack and send hazardous materials, take the "Safe Shipping Training" in the UC Learning Center [17].

How do I receive mail?

* If you are having someone send mail to you here at UCSF, this is the correct format they should use to avoid any delays:

  Name
  Cell and Tissue Biology, Box####
  Street Address, [Building abbreviation-Room#]
  San Francisco, CA 94143

Back to Top

Contact Us
UCSF Main Site

Source URL: https://ctb.ucsf.edu/faqs-ctb-current-members

Links
[1] http://ctb.ucsf.edu/faqs-ctb-current-members#access
[2] http://ucsflife.ucsf.edu
[3] mailto:tiffany.criger@ucsf.edu
[4] mailto:adriane.joo@ucsf.edu
[5]
http://www.larc.ucsf.edu/sites/larc.ucsf.edu/files/wysiwyg/Animal%20Facility%20Access%20Form_5%20for%20uploa
[6] mailto:LARCFacilityAccess@ucsf.edu
[7] mailto:yenny.hua@ucsf.edu
[8] mailto:VicJulius.SanVicente@ucsf.edu
[9] mailto:ivy.lee@ucsf.edu
[10] http://ctb.ucsf.edu/sites/ctb.ucsf.edu/files/wysiwyg/Updated%20CTB%20PO%20Form_0.pdf
[11] https://ctb.ucsf.edu/sites/ctb.ucsf.edu/files/wysiwyg/After_the_Fact_Justification_Form.docx
[12] http://ctb.ucsf.edu/sites/ctb.ucsf.edu/files/wysiwyg/Fillable_Form_BusinessTravel.pdf
[13] http://controller.ucsf.edu/travel/files/travel_guidelines.pdf
[14] http://ctb.ucsf.edu/sites/ctb.ucsf.edu/files/wysiwyg/Fillable_Form_EventMeeting.pdf
[15] http://controller.ucsf.edu/travel/files/Guide_to_Meetings_and_Entertainment.pdf?8008
[16] https://directory.ucsf.edu
[17] https://learningcenter.ucsfmedicalcenter.org