



Budget and Financial Management
BASEC Form
(Business, Agreements, Spaces, Events, and Collaboration)

BASEC – Guidelines and Process

- [BASEC Form](#) – Link to the form will be added to DSAS website
 - Available to students, staff, faculty and community partners external to UCSC
- [BASEC Description and Guidelines](#) – will be posted on DSAS website

BASEC – Types of Requests

- Department Sponsored Room and/or Meals
 - Request for campus departments to provide meals to students and/or staff or housing credit to students

- Event/Program Sponsorship and Reimbursements
 - Students/Staff/Faculty/ requesting funds for an event or program

- Housing-Room and Meals Perquisite (employee benefit)
 - Request to provide housing credit or meals to student employees and/or staff

- Housing-Room Capacity and Occupancy
 - Request to change the amount of rooms available for student housing (temporary or permanent)

BASEC – Types of Requests

➤ Position Management

- Request approval of new or backfilled positions and/or stipends.

➤ Rates and Fees

- Request to change the room or dining rate for a group of recipients - (temp or perm)

➤ Services MOU

- Request for an agreement between DSAS and other campus departments for services provided.

➤ Space and Project Management

- Request additional space for the department or initiate a renovation/capital project request

➤ Travel or Professional Development Request

- Request to travel for systemwide meetings, conferences, and trainings

- Requestor submits request through BASEC form and receives email acknowledgement of submission
- Requests are routed automatically to BFM team and added to a master tracking sheet
- BFM reviews and processes the request (including obtaining any necessary approvals)
- Once complete, requestor is notified by email
- Any approved funding will be transferred to the appropriate FOAPAL(s) no later than two weeks after approval
- BFM team will manage and report on all outputs and coordinate completions with all DSAS units, including a weekly review of outstanding requests

BASEC – Contact and Questions

UC SANTA CRUZ

Division of
Student Affairs and Success

Any questions regarding BASEC should be emailed to:

dsasfinancial@ucsc.edu