

October 22, 2019

**LARRY BUTTREY, DFA SUPPORT SERVICES**  
**MONICA CHOI, BUDGET OFFICE**  
**BRIAN FAHNESTOCK, ACCOUNTING & FISCAL SERVICES**  
**ROMAIN FRAVIEN, BUDGET OFFICE**  
**KATHERINE GALLARDO, BUDGET OFFICE**  
**EMMA GODINEZ, CFO/VICE CHANCELLOR'S OFFICE**  
**MARIA GORGINOVA, DFA SUPPORT SERVICES**  
**LORI HUSEIN, ACCOUNTING & FISCAL SERVICES**  
**NANCY IM, BUDGET OFFICE**  
**GARY KREKEMEYER, DFA SUPPORT SERVICES**  
**DAVID OTT, DFA SUPPORT SERVICES**  
**MICHAEL WALAKO, DFA SUPPORT SERVICES**

RE: Maintenance and Storage of Huron Financial Reports

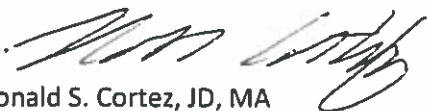
The accuracy of our collective work is dependent on many factors. One is reliability with the source data that we use to develop financial reports and forecasts. As you know, UCI has partnered with Huron Consulting to generate and verify summary reports for our use. I am instituting a version control protocol in order to assure that we are utilizing the most up-to-date, CFO-approved, financial reports.

The version control process will work as follows:

- 1) A shared Dropbox folder titled "UCI Huron Financial Reports" has been set up, and you have "view" access to the uploaded files.
- 2) Huron consultants will submit reports to me and Stephanie Tenney.
- 3) Once I approve the files for their release, Stephanie will upload files to the shared folder.
- 4) You may download these files for your updates and adjustments, but those versions will be for your local work only.
- 5) Please cease usage of previously obtained Huron documents or other Dropbox locations and access only those files that are available in the official Dropbox folder.
- 6) Any adjustments to files held in the Dropbox folder will need to be approved if they are to be considered the official version.

Thank you for your cooperation with this effort.

Sincerely,



Ronald S. Cortez, JD, MA  
Chief Financial Officer and Vice Chancellor

cc: Mary Clark, Chief of Staff  
Stephanie Tenney, Manager of Customer Solutions