The February 2015 BRC Blast

What EVERY request to the BRC needs

1. Department Code Number and Name
   - We deal in numbers so the department NUMBER is what we really need.
   - We work with more than 80 departments. Please help us out!

2. FAU
   - At a minimum, we need the Account (6 digits), Fund (5 digits), and Sub (2 digits).
   - If those three items are not included, we must follow up to find out.
   - If your department uses them, include the Project Code and Source Code (for both codes up to 6 alphanumeric characters).

3. Contact Person with Phone Number
   - Let us know who to call if we need additional information.
   - Include both a phone number and email address.

4. Approving Authorizing Signature
   - Be sure to also print the name of the signer.
   - If you are unsure if someone has signature authority for a specific FAU or for a specific amount, please call the BRC. We have that information easily at hand.

5. Vendor or Payee
   - If the vendor has more than one name, please let us know.

6. Business Purpose
   - The business purpose should tell the story of how the purchase/payment supports one of the University’s functions. For further information please check out the September 2013 Blast.

7. Description of what is being paid for

Travel Clinic: The next in our series of monthly Travel Clinics for Express Users will cover the topic “Conference Registrations”. Because of the President’s Day holiday, it will be held at 11:00 Thursday, February 19 in the Computer Training Room on 7th floor of the Franklin Building. Watch for further details.

If you have an idea for a BRC Blast, please send it to the BRC. If we use your idea, we’ll give you a $5 gift card.

YOU CAN REACH US AT:

brctravelandent@ucop.edu  Mark – Team Lead
brcpurchaseandpay@ucop.edu  Brad – Team Lead
brcaccounting@ucop.edu  Karen – Team Lead
brcpolicycompliance@ucop.edu  Sharon – Team Lead
brcpayroll@ucop.edu  Ana – Team Lead

BLASTS from the PAST are at http://www.ucop.edu/business-resource-center/policies-and-guidance/brc-blasts/index.html