

UCOP Business Resource Center

Who Has the Answers?

Please [email](#) the team mailboxes listed below rather than individual team members, as the mailboxes are covered from 8am to 5pm every day.

BRC Compliance, Accounting, Audit & Policy Team BRC-CAAP@ucop.edu

- Cost Transfers (Journals, NPEARS, Recharges)
- Accruals and deferrals
- System Access Requests and Administration
- Open Commitments
- Fiscal Close Calendar
- Signature Delegation
- Cashiering and Remote Deposits
- Corporate Card Administration
- Outgoing Wire Transfer Review
- Interlocation transfer of funds (ITF)

BRC Travel and Entertainment Team BRCTravelandEnt@ucop.edu

- Business travel reimbursements
- Business entertainment reimbursements
- Airfare and lodging authorizations direct billed to departments
- Conference registrations

BRC Purchase and Payment Team BRCPurchaseandPay@ucop.edu

- Invoices
- Setting up annual purchase orders
- Encumbrances
- Procurement (P) Card Purchases
- Requisitions
- Ergonomic orders
- Honoraria
- Subawards

BRC Local Procurement UCOPContractor@ucop.edu

- Requests for Information, Quote, and Proposal Management (RFI/RFQ/RFP)
- Independent Consultant agreement review, negotiation, and execution
- Purchase order review, execution, and change orders
- Venue/hotel agreement review and execution
- Vendor compliance
- Agreement review, negotiation, and execution (any document with terms and conditions)

Local HR Payroll HRPayroll@ucop.edu

- Payroll adjustments

[UCOP Budget Office](#) - Call or email your department budget coordinator

Budgetary Payroll adjustments
Staffing lists
Transfer of funds (TOF)

If you don't see the topic you have questions about, please email the Audit, Policy and Compliance team at BRC-CAAP@ucop.edu and they will direct you to the correct team.

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Access to ledgers	BRC-CAAP@ucop.edu
Accruals and deferrals	BRC-CAAP@ucop.edu
Annual purchase orders	BRCPurchaseandPay@ucop.edu
Check deposits	BRC-CAAP@ucop.edu
Conference registration	BRCTravelandEnt@ucop.edu
Encumbrances	BRCPurchaseandPay@ucop.edu
Business entertainment reimbursements	BRCTravelandEnt@ucop.edu
Interlocation transfer of funds (ITF).....	BRC-CAAP@ucop.edu
Invoices	BRCPurchaseandPay@ucop.edu
Fiscal close calendar	BRC-CAAP@ucop.edu
Journals	BRC-CAAP@ucop.edu
NPEARs	BRC-CAAP@ucop.edu
Open commitments	BRC-CAAP@ucop.edu
Payroll adjustments	HRpayroll@ucop.edu or Department budget coordinator
PCard purchases	BRCPurchaseandPay@ucop.edu
Recharges	BRC-CAAP@ucop.edu
Requisitions	BRCPurchaseandPay@ucop.edu
Staffing lists	Department budget coordinator
Transfer of funds (TOF)	Department budget coordinator
Travel reimbursements	BRCTravelandEnt@ucop.edu

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