

UCOP Business Resource Center: What we do

Updated: December 20, 2016

UCOP BRC: Providing expert knowledge and excellent service

- We pay or reimburse people
- We assure compliance with UC policy
- We partner with UCOP departments to get your business done





Business Resource Center **Purchase Orders & Payments and Local Procurement**

- Purchase of goods or services using UCLA's *BruinBuy* online system

- Office supplies, UPS labels, ergonomic orders
- Independent consulting agreements, professional services agreements
- Gift cards for employee recognition or retirement
- Relocation expense reimbursements
- Honoraria
- Subawards



Establish purchase order before receiving goods or services \geq \$5000

- Transactions in UCLA's web-based *BruinBuy*

- Departments may be given access to use BruinBuy for office supply orders



Business Resource Center **Purchase Orders & Payments and Local Procurement**

- POP and Local Procurement work together if:

- Agreement has terms and conditions
- It is a professional services agreement
- It is an independent contractor agreement



Authority to approve expenditures does not extend to contractual commitments

- Preapproval process for hiring outside consultants and independent contractors; work with Local Procurement

- \$10,000 or less: Vice Presidents or Vice Provosts
- Between \$10,000 and \$20,000: Division heads
- Over \$20,000: President



Pre-approval and decision memo processes must be complied with



Business Resource Center Purchase Orders & Payments and Local Procurement

1

Determine need for good or service

2

Identify vendor and obtain quote or similar information

3

Establish purchase order: Submit documentation and approval to the BRC POP team

4

Review for compliance and enter data into BruinBuy to record an encumbrance in the GL; GL type entry = EN

5

Provide PO number to department and vendor

6

Receive good or service

7

Submit invoice for payment either from department to BRC to UCLA, or directly to UCLA

8

Payment released either by check or EFT; GL type entry = 41 and credit to EN



A **purchase order** is an agreement between UC and the vendor that is required to pay invoices, and is necessary in order to:

- Protect UC and vendor
- Apply UC's terms and conditions
- Provide faster vendor payment
- Leverage systemwide agreements
- Optimize financial controls



Business Resource Center

Travel & Entertainment

- For the reimbursement of business travel and entertainment expenses using UCLA's *Express* online system
- Payment options:
 - Pre-trip authorizations (PTA) to direct bill airfare
 - Conference registration using UCOP's conference registration card
 - Travel & Entertainment credit card for frequent travelers: for UC business *only*
 - Personal credit cards
- UCOP travel manager for *Connexus*, the UC systemwide travel program that should be used to book business travel



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Travel & Entertainment

- *Express* input options
 - Traveler inputs into Express
 - Department proxy inputs into Express
 - BRC inputs into Express

- *Express* review options
 - Department reviews in Express for business purpose, budget, compliance with policy
 - Department reviews in Express for business purpose and budget, and BRC reviews for compliance with policy
 - Department reviewers signs off outside of Express, and BRC reviews for compliance with policy



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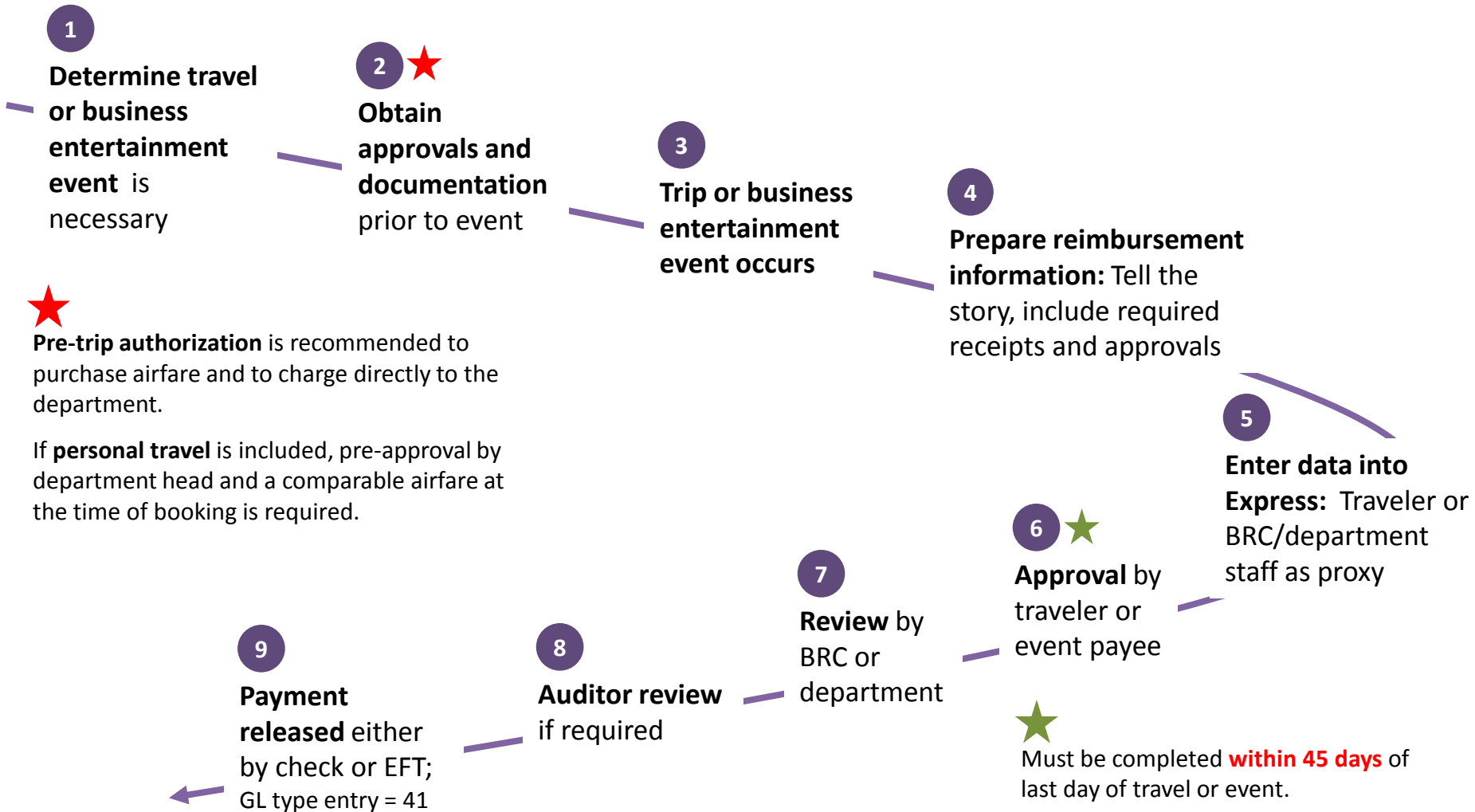
Travel & Entertainment

■ Important T&E points you should know

- ★★★ Submit for reimbursement no later than 45 days from end of travel or event
- ★★ Tell the story: Date and time of event, purpose or nature of event, origin and destination and amount of each expense by date and location
 - List ALL expenses, whether paid for by UC, employee or other organization
- ★ Receipts required—including proof of payment—for airfare, lodging, car rental, conference, and any expenses \$75 or greater
 - Do not pay on behalf of others
 - Upgrades and fees are generally NOT reimbursable
- ★★★ Combining personal travel with business travel? Requires more documentation including department preapproval and *showing a comparable airfare obtained at the time of booking*
 - Mileage reimbursement must be net of normal commute costs if during the business week
 - Meals only reimbursed if 24+ hours of travel or if there is an overnight stay
 - Actual meals and incidental expenses reimbursed up to \$74/day—not a per diem; alcohol is not reimbursable for business travel
 - Business entertainment must include business purpose and list of attendees with their affiliation



Business Resource Center Travel & Entertainment





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Compliance, Accounting, Audit & Policy

- Travel and business entertainment transaction auditors
 - All reimbursements with receipts attached
 - Questions to T&E team, not to auditors

★ Auditors provide feedback; contact T&E team to help resolve issues

- Repository for UCOP signature authority delegations
 - Authority below division head must be delegated to approve expenditures, transfers of funds, electronic fund/wire transfers, etc.
 - Delegated authority to approve expenditures does *not* extend to contractual commitments

★ Authority to approve expenditures must be delegated

- UCLA systems access rights (SAR)
 - Generally inquiry rights are available if approved by department manager

- UCOP credit cards
 - Work with BRC and department cardholders to monitor status and confirm cards are used in accordance with policy



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Compliance, Accounting, Audit & Policy

- Corrections, adjustments and cost adjustments to the General Ledger (NPEARs)
- Recharges and cost transfers
- Cashiering and remote deposits
 - Must be provided to BRC cashier by 2 pm on date received to ensure deposit on the same day
- Reporting
 - Productivity, other key performance indicators, special reports
- Other responsibilities
 - Special projects
 - Policy analysis and interpretation
 - UCOP fiscal close support: accruals and deferrals \geq \$25,000
 - Internal/external audit support
 - Training coordination



Do not hold onto checks—submit to BRC for deposit ASAP



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Important Links

- BRC website
 - <http://www.ucop.edu/business-resource-center/index.html>

- Pre-approval process for contractors and consultants
 - <http://www.ucop.edu/business-operations/procedures-guidance/preapproval-consultants-contractors.html>

- Travel quick tips
 - <http://www.ucop.edu/business-resource-center/files/te-quicktip-card.pdf>



Business Resource Center

Director & Team Leads

- *BRC Director* Amal Smith
510.987.0941
- *Purchase Orders & Payments Team Lead* Brad Niess
510.987.9913
- *Local Procurement Team Lead* Rick Greene
510.987.9408
- *Travel & Entertainment Team Lead* Mark Lozano
510.987.9913
- *Compliance, Accounting, Audit & Policy Team Lead* Amy Vrizuella
510.987.9135



Questions?