Office Depot Supplies
Direct Ordering by Departments

The Business Resource Center (BRC) provides open access to BruinBuy to allow departments to make purchases of up to $500 for Office Depot orders. The details are as follows:

- Department preparers and reviewers **MUST be trained** before BruinBuy access will be provided.

- Training will allow the user/preparer access to order directly from Office Depot for orders up to $500. For catalog orders, only items that are part of the UC systemwide contract can be ordered. Items ordered will not require pre-approval, but must be reviewed by the appropriate department reviewer within two business days.

- If your supervisor approves you to be trained, please contact Jenia.Sevillano@ucop.edu to initiate the logon ID and systems security process through UCLA. This process can take 2-3 weeks. You can access the required access form by clicking System Access Request (SAR) for UCOP Employees.

If you are approved, please email Jenia directly and provide the following information:

Dept Code:
Preparer:
Reviewer:

Please remember, **participation is optional** and you may still rely on the support of the BRC Purchase Order and Payment (POP) team for these transactions when necessary.