

## 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](mailto: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

#### **BRC Travel and Entertainment Team** [BRCTravelandEnt@ucop.edu](mailto: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](mailto: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](mailto: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](mailto:HRPayroll@ucop.edu)

- Payroll adjustments

#### **UCOP Budget Office - Call or email your department budget coordinator**

Budgetary Payroll adjustments  
Staffing lists  
Transfer of funds (TOF)  
Interlocation transfer of funds (ITF)

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

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

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