The May 2015 BRC Blast

Top nine things you can discover on the BRC’s website

1. Who is the BRC and what services do we offer? Find out here
2. Who works in the BRC and what team are they on? You know you want to click here to find out
3. What is the difference between a contribution and a sponsorship? Prepare to be amazed
4. Where do we keep all of our forms hidden? Right here
5. When will my request to the BRC be complete? Service goals are here
6. How do you get help registering for a conference? Check it out
7. How do you get help planning an event? Are we invited?
8. What is an expense transfer and how to request it? I can do that?
9. Where do all the BLASTS from the PAST live? Map to the Blasts’ house

Learn about all this and more by visiting our web site at:

www.ucop.edu/business-resource-center

Reminder: Upcoming Fiscal Close Deadlines:

<table>
<thead>
<tr>
<th>Event Type</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll expense transfers due to BRC Payroll no later than</td>
<td>Friday, May 15, 2015 @ noon</td>
</tr>
<tr>
<td>Payroll expense transfers due to BRC Payroll no later than</td>
<td>Friday, June 5th @ noon</td>
</tr>
<tr>
<td>Payroll expense transfers due to BRC Payroll no later than</td>
<td>Monday, June 8 @ noon</td>
</tr>
</tbody>
</table>

**Travel related payments also include hotel rooms for direct-billed events. Entertainment reimbursements are to individuals.

YOU CAN REACH US AT:

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brcaccounting@ucop.edu  Karen – Team Lead
brcmanagementcompliance@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