Follow department purchase approval procedures; make purchase, obtain receipt. Complete BRC form or equivalent, obtain appropriate signatures and send to BRC within 2 days.

Date stamps and enters into mail log.

Performs compliance check

Documentation complete?

Create purchase order in Bruinbuy

Receive PAN

Does PAN match order & are they compliant?

BRC works with department to obtain documentation

Receive purchase order acknowledgement

Department receives order. If not, go to vendor return process

Vendor fulfills order.

Bank issues statement.

If PO amount exactly matches the amount of the transaction posted to cardholder’s account, US Bank is paid automatically.

Compliance checklist:
1. Pre-approvals
2. FAU & Dept Code
3. Departmental authorization & signatures
4. Item description including detail (catalog/page number)
5. Business justification
6. Policy compliance

Create purchase order in Bruinbuy

Once a month statement & all backup docs are faxed to UCLA. Doc’s retained by card holder as office of record.

FAX to UCLA Finance BruinBuy

FAX to UCLA Finance BruinBuy

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