IMPORTANT ANNOUNCEMENT
OfficeMax direct ordering by Departments

In accordance with President Napolitano's update on the UCOP efficiency review, the BRC is continuing to open access to BruinBuy to allow departments to make purchases of up to $500 for OfficeMax orders. The details are as follows:

- Department preparers and reviewers **MUST be trained** before BruinBuy access will be provided: 3 hours for preparer training and 1 hour for reviewer training.

- Training will allow the user/preparer access to order directly from OfficeMax 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 Brad.Niess@ucop.edu to initiate the logon ID and systems security process through UCLA. This process can take 2-3 weeks. Access request form is attached.

If you are approved, please email Brad 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.

UCLA System Access Request for UCOP Employees

First time access requests - employees must complete a 16-minute online security training prior to submission of this UCLA System Access Request (SAR). Please click http://training.it.ucla.edu/oasis/presentation.html to access the training. At the completion of the security training, the employee must print, sign and forward the Access Confirmation Form Security Agreement to their authorized department manager/supervisor.

The authorized department manager/supervisor will then complete this form and submit it along with the signed Security Agreement to the Business Resource Center Compliance, Accounting, Audit & Policy Team. Both forms must be sent as an email attachment to: brcpolicycompliance@ucop.edu

• Applicant Information

Applicant UID (employee number): _____

Applicant Payroll Name: _____

Applicant Email Address: _____

Applicants Phone Number: _____

Supervisor Name: _____

Supervisor Phone Number: _____

Before the request can be processed, the department manager/supervisor must sign below that he/she has physically confirmed the identity of the employee specified below using a valid photo ID (DMV driver's license or identification card, passport, etc.)

Signature of department supervisor indicating employee identification has been verified:

Department manager/supervisor name_____

After the employee has received his/her logon, an email will be sent to the department manager/supervisor who has verified the employee's identity to confirm that access has been provided.

• Accounting Information

Enter one FAU associated with the applicant's payroll distribution:

Loc	Account	CC	Fund	Project	Sub	Object
M						N/A

• Requested Access

Please provide the department code to which the employee will have access and check all applicable access types needed:

	Department Code

☐ **Oasis Logon ID Access**   ☐ **QDB-General Access**   brc_SAR2015.10