Why be out of pocket? Tell us what you need and let us take care of the rest.

Reimbursements for Non-Travel-Related Expenditures

Out of pocket expenses for University business incurred by UCOP staff can be avoided. Before paying out of pocket, you should contact the BRC Purchase Order and Payment team for assistance because:

- The University has agreements with a number of suppliers, and we are often able to purchase items at 40-60% off retail price, frequently with free next day delivery.

- The BRC Purchase Order and Payment team has credit cards available to pay for:
  - Training and conferences
  - Catering deposits
  - Payment for other goods

- Payment with UC credit cards is a quick and efficient, and is good business purchase practice.

What if I need to make a purchase or payment immediately?
If a rush payment or purchase is needed, please send an email to brcpurchaseandpay@ucop.edu. Be sure to indicate “RUSH” and the due date on the subject line. The request should include the account/fund /sub to be charged, a business purpose and approval by an authorized approver to ensure no delay in processing your request. If you are submitting through ServiceNow, check the “Rush” box.

What if I have already used my personal funds to make a purchase or payment?
If you have incurred an expense and wish to be reimbursed, email the receipt showing proof and method of payment, the account/fund /sub to be charged, a business purpose, and approval by an authorized approver to brcpurchaseandpay@ucop.edu or submit your request through ServiceNow.