OCTOBER 2019 BRC BLAST – Signature Delegation

Can I approve that expense?

The Business Resource Center is the department within UCOP that issues the purchase orders (PO) and pays the bills here at UCOP. We only do this when we know that the person approving the PO or payment has been given the authority to make that approval.

And how does the BRC know that someone has been delegated authority to approve expenses? You have to start by letting us know!

- Complete the UCOP Signature Authorization Delegation
- Be sure to get a signature from the new signator
- Be sure to indicate whether the signator can also authorize wires for your department
- Indicate whether the signator may re-delegate the authority to someone else.
- Have it signed by someone who currently holds authority to re-delegate approval of expenses
- Submit the completed form in ServiceNow at Request Service > Business Resource Center > CAAP > Signature delegation

Signature Delegation Tips

1. Temporary delegation - if a delegated signator is going to be out of the office for an extended period, let the BRC know who will be signing on their behalf during that period of time. If the BRC is not aware of the delegation of the interim signator, we will come back to the departments with questions.

2. See who can sign - if you wish to see who in your department has signature delegation, please view the Signature Delegation SharePoint.

YOU CAN REACH US AT:

brctravelandent@ucop.edu Mark – Team Manager
brcpurchaseandpay@ucop.edu Jenia – Team Manager
BRC-CAAP@ucop.edu Amy – Team Manager
UCOPContractor@ucop.edu Rick – Team Manager

Next BRC Training: ServiceNow
Thu Oct 17 / 09:30a-11:00a / Franklin 6114
Register through UCOP Learning Center