UCOP Business Resource Center: What we do

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UCOP BRC: Providing expert knowledge and excellent service

- We pay or reimburse people
- We assure compliance with UC policy
- We partner with UCOP departments to get your business done
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Purchase Orders & Payments and Local Procurement

- Purchase of goods or services using UCLA’s *BruinBuy* online system
  - Office supplies, UPS labels, ergonomic orders
  - Independent consulting agreements, professional services agreements
  - Gift cards for employee recognition or retirement
  - Relocation expense reimbursements
  - Honoraria
  - Subawards

- Transactions in UCLA’s web-based *BruinBuy*
  - Departments may be given access to use BruinBuy for office supply orders

Establish purchase order before receiving goods or services ≥ $5000
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**Purchase Orders & Payments and Local Procurement**

- POP and Local Procurement work together if:
  - Agreement has terms and conditions
  - It is a professional services agreement
  - It is an independent contractor agreement

- Preapproval process for hiring outside consultants and independent contractors; work with Local Procurement
  - $10,000 or less: Vice Presidents or Vice Provosts
  - Between $10,000 and $20,000: Division heads
  - Over $20,000: President

**Authority to approve expenditures does not extend to contractual commitments**

**Pre-approval and decision memo processes must be complied with**
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Purchase Orders & Payments
and Local Procurement

1. **Determine need** for good or service

2. **Identify vendor** and obtain quote or similar information

3. **Establish purchase order:**
   - Submit documentation and approval to the BRC POP team

4. **Review for compliance and enter data into BruinBuy** to record an encumbrance in the GL;
   - GL type entry = EN

5. **Provide PO number** to department and vendor

6. **Receive good or service**

7. **Submit invoice for payment**
   - either from department to BRC to UCLA, or directly to UCLA

8. **Payment released** either by check or EFT;
   - GL type entry = 41 and credit to EN

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**A purchase order** is an agreement between UC and the vendor that is required to pay invoices, and is necessary in order to:
- Protect UC and vendor
- Apply UC’s terms and conditions
- Provide faster vendor payment
- Leverage systemwide agreements
- Optimize financial controls
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Travel & Entertainment

- For the reimbursement of business travel and entertainment expenses using UCLA’s *Express* online system

- Payment options:
  - Pre-trip authorizations (PTA) to direct bill airfare
  - Conference registration using UCOP’s conference registration card
  - Travel & Entertainment credit card for frequent travelers: for UC business only
  - Personal credit cards

- UCOP travel manager for *Connexxus*, the UC systemwide travel program that should be used to book business travel
Expression input options
- Traveler inputs into Express
- Department proxy inputs into Express
- BRC inputs into Express

Expression review options
- Department reviews in Express for business purpose, budget, compliance with policy
- Department reviews in Express for business purpose and budget, and BRC reviews for compliance with policy
- Department reviewers signs off outside of Express, and BRC reviews for compliance with policy
Important T&E points you should know

- Submit for reimbursement no later than 45 days from end of travel or event
- Tell the story: Date and time of event, purpose or nature of event, origin and destination and amount of each expense by date and location
- List ALL expenses, whether paid for by UC, employee or other organization
- Receipts required—including proof of payment—for airfare, lodging, car rental, conference, and any expenses $75 or greater
- Do not pay on behalf of others
- Upgrades and fees are generally NOT reimbursable

Combining personal travel with business travel? Requires more documentation including department preapproval and showing a comparable airfare obtained at the time of booking
- Mileage reimbursement must be net of normal commute costs if during the business week
- Meals only reimbursed if 24+ hours of travel or if there is an overnight stay
- Actual meals and incidental expenses reimbursed up to $74/day—not a per diem; alcohol is not reimbursable for business travel
- Business entertainment must include business purpose and list of attendees with their affiliation
Determine travel or business entertainment event is necessary

Obtain approvals and documentation prior to event

Trip or business entertainment event occurs

Prepare reimbursement information: Tell the story, include required receipts and approvals

Enter data into Express: Traveler or BRC/department staff as proxy

Approval by traveler or event payee

Review by BRC or department

Auditor review if required

Payment released either by check or EFT; GL type entry = 41

Must be completed within 45 days of last day of travel or event.

Pre-trip authorization is recommended to purchase airfare and to charge directly to the department.

If personal travel is included, pre-approval by department head and a comparable airfare at the time of booking is required.
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Compliance, Accounting, Audit & Policy

- **Travel and business entertainment transaction auditors**
  - All reimbursements with receipts attached
  - Questions to T&E team, not to auditors

- **Repository for UCOP signature authority delegations**
  - Authority below division head must be delegated to approve expenditures, transfers of funds, electronic fund/wire transfers, etc.
  - Delegated authority to approve expenditures does not extend to contractual commitments

- **UCLA systems access rights (SAR)**
  - Generally inquiry rights are available if approved by department manager

- **UCOP credit cards**
  - Work with BRC and department cardholders to monitor status and confirm cards are used in accordance with policy

Auditors provide feedback; contact T&E team to help resolve issues

Authority to approve expenditures must be delegated
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**Compliance, Accounting, Audit & Policy**

- Corrections, adjustments and cost adjustments to the General Ledger (NPEARs)
- Recharges and cost transfers
- Cashiering and remote deposits
  - Must be provided to BRC cashier by 2 pm on date received to ensure deposit on the same day

- Reporting
  - Productivity, other key performance indicators, special reports

- Other responsibilities
  - Special projects
  - Policy analysis and interpretation
  - UCOP fiscal close support: accruals and deferrals ≥ $25,000
  - Internal/external audit support
  - Training coordination

*Do not hold onto checks—submit to BRC for deposit ASAP*
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Important Links

- **BRC website**

- **Pre-approval process for contractors and consultants**

- **Travel quick tips**
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Questions?