The Business Resource Center

- What is the Business Resource Center
- Who we are and what we do
- How we work together
What is the Business Resource Center

UCOP Business Resource Center: Providing expert knowledge and excellent service

Shared Service Center
✓ Procurement
✓ Accounts Payable
✓ Travel
✓ Accounting
✓ Policy Compliance

Within each area we provide
✓ Strategic Services
✓ Advisory Services
✓ Transactional Services
Who we are and what we do
The BRC Teams

**Purchase Order and Payment Team**
- Purchase of goods and services (under $10,000)
- Reimbursements to employees (non-travel)
- Review purchases for policy compliance
- Accounts Payable
- Supplier Management

**Local Procurement Team**
- Agreements with terms and conditions
- Request for Proposal (RFx)
- Purchase of goods and services ($10,000 and up)
- Ensure UC policy and contracting laws are adhered to

**Travel and Entertainment Team**
- Direct billed airfare, lodging and conference registration
- Pre-trip travel review (policy compliance)
- Process and review reimbursements

**Compliance, Audit, Accounting and Policy Team**
- Signature Delegations
- Corporate Card Administration
- Cost and fund transfers (local and systemwide)
- Cashiering
- Policy review and training
- Travel audit

Training in each of these areas
How we work together

✓ Submit requests via one of three systems for processing:
  ✓ Oracle Financial System
  ✓ Concur System
  ✓ ServiceNow

✓ Inquiries come through ServiceNow “Ask a BRC Question”
✓ Host office hours for drop in questions
✓ BRC Community of Practice
✓ Personalized consultations with clients
✓ BRC Newsletter (BRC Blasts)
Training and Resources

Resources

- Business Resource Center (BRC) Website
- Financial Information System Sharepoint Site (landing page)
- How Do I?
- Quick Reference Guides
- BRC Blasts
- BRC Office Hours
- Concur Travel Training (through Learning Management Center)
Questions?

Contact any of our teams by submitting a request to the “Ask a BRC Question” form in ServiceNow, which is monitored daily, M-F, 8am-5pm (PST)

How to Ask a BRC Question?

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