

# The Business Resource Center

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

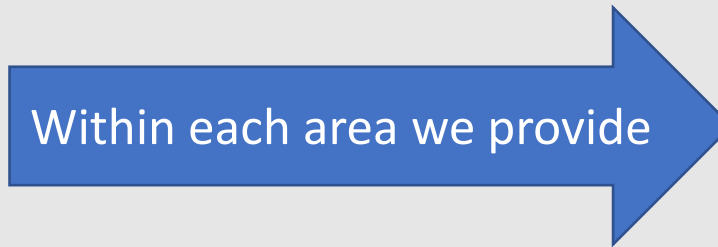


# What is the Business Resource Center

UCOP Business Resource Center: Providing expert knowledge and excellent service

## Shared Service Center

- ✓ Procurement
- ✓ Accounts Payable
- ✓ Travel
- ✓ Accounting
- ✓ Policy Compliance



- ✓ Strategic Services
- ✓ Advisory Services
- ✓ Transactional Services



# Who we are and what we do

## The BRC Teams

Purchase Order and Payment Team	Local Procurement Team	Travel and Entertainment Team	Compliance, Audit, Accounting and Policy Team
<ul style="list-style-type: none"><li>• Purchase of goods and services (under \$10,000)</li><li>• Reimbursements to employees (non-travel)</li><li>• Review purchases for policy compliance</li><li>• Accounts Payable</li><li>• Supplier Management</li></ul>	<ul style="list-style-type: none"><li>• Agreements with terms and conditions</li><li>• Request for Proposal (RFx)</li><li>• Purchase of goods and services (\$10,000 and up)</li><li>• Ensure UC policy and contracting laws are adhered to</li></ul>	<ul style="list-style-type: none"><li>• Direct billed airfare, lodging and conference registration</li><li>• Pre-trip travel review (policy compliance)</li><li>• Process and review reimbursements</li></ul>	<ul style="list-style-type: none"><li>• Signature Delegations</li><li>• Corporate Card Administration</li><li>• Cost and fund transfers (local and systemwide)</li><li>• Cashiering</li><li>• Policy review and training</li><li>• Travel audit</li></ul>

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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