

## BRC Request for Acquisition of Goods or Services Form Instructions

**Use a separate sheet for each Vendor/Payee.** Vendor/Payees means a company, supplier or individual who is **not** a UC employee. If a UC Employee provided services, contact BRC Payroll for assistance. If a UC employee requires reimbursement for goods, complete this form. If this request is for a one-time payee, please complete BRC One Time Payee form. Missing or incomplete information could delay your request.

**Vendor/Payee:** Please note that payment will be mailed to the address on the invoice attached to your form. You do not need to include an address in this field.

**Dept. Code (Department Code):** The 4 digit code that identifies your department or unit. The Dept. Code is required to ensure appropriate charges to your account.

**PO# (Purchase Order):** For BRC use only.

**FAU# (Full Accounting Unit):** The account/fund/project/sub/object/source/ to be charged. If the account is to be split to more than 2 FAUs, please add an additional sheet with the FAU and percentages (must equal 100%). Departments are encouraged to use the optional Project Code for tracking and monitoring expenditures; please contact your BRC team for assistance in the use of project codes. Object codes will be input by BRC.

**Business Justification:** This field applies to all categories. Briefly describe the reason/justification for the expense.

### Categories:

**Conference and Event:** (includes Business Entertainment) – Vendor Payment Request Only

- Host Name and Host Signature:** The Host is the person who invites attendees and attends the events.
- ✓ **Description:** provide a detailed description of the event. Do not use acronyms or abbreviations; attach an additional sheet if necessary. For example: “Hosted meeting for the UC Senate Faculty Welfare Committee on January 15, 2012 to discuss faculty health insurance plan design for 2013 plan year.”
- Alcohol Served:** Check the box if alcohol was served. Note that the purchase of alcohol may not be permissible under certain fund sources. If the purchase includes alcohol, verify that the fund source permits alcohol to be purchased.
- Required attachments:**
  - **Attendees list:** List each person who attended, including his or her title and affiliation.
  - **Agenda:** A program for the event, including dates and times.
  - **Original Invoices:** Invoices should be itemized and must be originals (no copies).

### Supply/Equipment Orders:

- Complete Description of Items:** Include color, size, etc.
- Catalog #:** Catalog or part number
- Pg#:** Catalog page number (helpful if your item must be researched).
- Qty/UOM:** Enter Quantity (Qty) and Unit of Measure (UOM) (each, dozen, pack, box, etc.).
- Ship-to Address:** Orders will be shipped to the requestor, unless otherwise indicated.

**Request for Vendor Payment:** (e.g. FedEx, Arrowhead, Verizon, publications, subscriptions, airfare, etc.)

- ✓ **Description of Services:** Provide detailed description of service, including type, dates, and purpose. Do not use acronyms or abbreviations.
- Airfare:** Send itinerary email with authorized signer.

**Signatures:** The requestor will be the contact for questions about the purchase/payment request. The Approving Authority must have delegated authority to commit funds.

If you have any questions or concerns, [BRC Purchase Orders and Payments](#) for assistance.