

The August 2016



BRC Blast of the Month

Did you know that UCOP has its own OfficeMax website that lists UC contract items and their discounted prices?

Benefits to using this website over a paper catalog:

- Find the most current products available to UCOP
- Avoid picking items that are discontinued (which can delay your order)
- Get accurate pricing under UC's systemwide agreement

To access the OfficeMax website for UCOP, click [here](#).

Please feel free to share this with anyone in your department who may want to look for office supplies. This is an open site for all of UCOP.



*Time Saving Tip: **Use only OfficeMaxWorkplace.com.** Using other sites such as Officemax.com or Officedepot.com will *delay* your supply requests, as we can only use the item numbers designated for UC through OfficeMaxWorkplace.com when placing orders.*

YOU CAN REACH US AT:

brctravelandent@ucop.edu **Travel and Entertainment Team**

brcpurchaseandpay@ucop.edu **Purchase Order and Payment Team**

brccounting@ucop.edu **Accounting Team**

brcpolicycompliance@ucop.edu **Audit, Policy and Compliance Team**

brcpayroll@ucop.edu **Payroll Team**

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