



November 2017 BRC BLAST OF THE MONTH

December 2017 Deadlines

Did you know fiscal year end for some companies is December 31? Vendors will start sending invoices, inquiring about payments, and will request payment *before* the calendar year ends.

BRC needs ample time to post invoices and travel and entertainment reimbursements before the holiday break, and here is how you can help:

- Travel and entertainment reimbursements - submit **before** December 1.
- Invoices – submit by December 12.

DECEMBER 2017							NOTES
SUN	MON	TUE	WED	THU	FRI	SAT	
<i>Travel & Entertainment reimbursements due before 12/1</i>					1	2	
3	4	5	6	7	8	9	
10	11	12 <i>Invoices due</i>	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

- **Submit invoices earlier than later.** Submitting invoices promptly will help keep rushes to a minimum, giving us sufficient time to pay vendors and process reimbursements before the end of the year.

For questions regarding this BRC Blast related to invoices please email brcpurchaseandpay@ucop.edu and for travel and entertainment reimbursements email brctravelandent@ucop.edu.

YOU CAN REACH US AT:

brctravelandent@ucop.edu Mark – Team Lead

brcpurchaseandpay@ucop.edu Brad – Team Lead

brccounting@ucop.edu Amy – Team Lead

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