



What is a Purchase Order?

- It is a mechanism for establishing terms, conditions, and pricing before placing an order for goods or services.

What are the advantages of having a Purchase Order prior to receiving goods or services?

- Creates an agreement and a relationship between UCOP and the vendor
- Identifies risks and conflicts of interests
- Improves internal controls and management of expenses
- Identifies alternate, faster payment options to vendors
- Serves as a resource to provide order status and payment updates

What is required to submit requests for a Purchase Order?

- Quote from the vendor
- Valid FAU
- Business purpose
- Budgetary approval

Once goods and services are received, please send invoices, referencing the PO number, to the BRC Purchase Order and Payment (POP) team to review and process.

For more information, please contact the BRC POP team.

YOU CAN REACH US AT:

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