

The May 2016



BRC Blast of the Month

Did you receive an unidentified package or a duplicate order? Here's what you should do.

If you receive an unidentified package or a duplicate item, email BRCPurchaseandPay@ucop.edu and provide the following:

- For an unidentified package, email us a copy of the packing slip
- For a duplicate order, provide the information requested below

Things to remember:

- Multiple departments order similar items. Please do not distribute unidentified items because someone at OP is waiting for their order. Contact BRCPurchaseandPay@ucop.edu and we'll find the correct recipient.
- Duplicate orders that are not returned will be charged to your account. If a return is needed, email BRCPurchaseandPay@ucop.edu and provide the following:
 - ✓ PO number
 - ✓ Reason for return
 - ✓ Number of items being returned and item number
 - ✓ Number of boxes/packages that will be picked up by OfficeMax (let us know if the item has been opened, and is no longer in its original packaging), and we'll provide you with the return number.
 - Item(s) will be picked up from where it was originally delivered, or
 - You may place the item(s) at the central pickup location at 9311D Franklin with the return number referenced on the box.



Questions regarding this Blast? Email us at BRCPurchaseandPay@ucop.edu.

YOU CAN REACH US AT:

brctravelandent@ucop.edu Mark – Team Lead

brcpurchaseandpay@ucop.edu Brad – Team Lead

brcaccounting@ucop.edu Karen – Team Lead

brcpolicycompliance@ucop.edu Karen – Team Lead

brcpayroll@ucop.edu Ana – Team Lead

BLASTS from the PAST are at <http://www.ucop.edu/business-resource-center/policies-and-guidance/brc-blasts/index.html>