

The November 2016



BRC Blast

December 2016 Deadline

Did you know that some companies' fiscal year end on December 31? Vendors will start sending invoices, inquiring about payments, and will need payment *before* the year ends.

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

- **Submit invoices using [ServiceNow](#) by December 15 at 5pm.** Invoices submitted *after* this date may not be paid or posted until January.

DECEMBER 2016						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	WINTER HOLIDAY	24
25	WINTER HOLIDAY	UCOP CLOSED FOR WINTER BREAK		29	NEW YEAR HOLIDAY	31

- **Submit invoices earlier than later.** Help us to help you. This will help keep rushes to a minimum, give us sufficient time to pay the vendor before the end of the year, and we can all start the New Year with a clean desk.

If you have questions regarding this BRC Blast, please email brcpurchaseandpay@ucop.edu

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