



JULY 2017 BRC BLAST OF THE MONTH

BRC TIME SAVING TIP:

Did you know you can save time and effort by creating an ANNUAL PURCHASE ORDER (PO) for monthly recurring charges?

Examples of common types of invoices that can be set up on an annual PO:

- Cellular invoices, e.g., AT&T, Verizon, etc.
- Barbary Coast Botanicals
- Mail Courier
- Ready Refresh Water
- Utilities (PG&E, EBMUD, Shred-It, Century Link)
- Parking
- And many more

Does your department pay these or similar types of invoices every month?

Would you like to set up an annual PO that will cover the invoices for the entire fiscal year, eliminating the need to obtain an approval on each monthly invoice?

If your answer is yes to both of these questions, complete and submit the [Request for Annual Purchase Order Form](#) and email the form to BRC POP or enter the request into [ServiceNow](#). In ServiceNow use the Establish a PO for Services form.

Unfamiliar with the annual PO process? ***Contact the BRC Purchase Order and Payment (POP) team to set up a consultation meeting*** and let us guide you.

It's as simple as that!!

YOU CAN REACH US AT:

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