Dear Research Administrators,

Timely system approval is critical to our operations; ensuring purchase orders and reimbursements are processed timely. To reflect the importance of timely approvals, the C&G Managers have established that BearBuy Requisitions should be approved within 24 hours (8 business hours) and TRV/ENT requests within 48 hours (16-business hours). This process change does not apply to voucher approvals.

We acknowledge there are many competing priorities or cannot be approved for various reasons, so we have been asked to share some tips that have been used successfully by others to manage their approvals. See suggested tips below.

For those requests that do not have comment nor approved within the designated timeline, follow-up action will be taken by a manager, which may include approving the request on your behalf.

If you have any questions and/or concerns, please do not hesitate to contact any of us.

Sincerely,
Mary Cuison
Leslie Goldstein
Cathy Jen
Elise Mills
Vonis Moore
Jennifer Stone

Suggested Tips:
- Dedicated time every day. Consider designating a daily set time in bCal, which will block time for this activity.

- For requests that are on the worklist pending approval, but need more research or follow up, we recommend the following:
  - In BearBuy, “assign” the requisition to yourself and leave a comment indicating the status. By “assigning” the requisition to yourself, it cannot be approved by anyone else.
  - In TRV/ENT system, leave a comment indicating the status (see screenshots). The comment is visible to everyone with system access.
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