When you need... | You can... | CSS will...
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To make a purchase | If you are a BearBuy user, you are encouraged to continue to utilize the BearBuy platform as usual. If you are not a BearBuy user, use your department form as usual. | CSS will obtain and verify the required data, create the requisition, and communicate with the requestor as needed to complete the transaction. |
A Travel & Entertainment (T&E) reimbursement | CSS T&E forms can be found at: sharedservices.berkeley.edu/services/finance/forms. Obtain departmental signatures and submit your request form with attached receipts via the methods listed above. | CSS will process all payment/reimbursement requests, and communicate with the requestor as needed to complete the transaction. |
A reimbursement (not Travel & Entertainment) | If you are a BearBuy user, you are encouraged to continue to utilize the BearBuy platform as usual. If you are not a BearBuy user, use your department form as usual. | CSS will obtain and verify the required data, create the requisition, and communicate with the requestor as needed to complete the transaction. |
BluCard reconciliation | CSS does not perform BluCard reconciliations. Please contact your department card administrator. | |
Business Contracts | CSS does not perform business contracts administration. Please contact the Business Contracts Office: bcbp.berkeley.edu/contracting-portal. | |
Check deposits/cash handling | CSS does not perform check deposits. Please contact your department administrator. | |
Travel reservations | CSS does not book travel reservations. Please contact connexxus@berkeley.edu for assistance in using the online booking service, Connexxus. | |

CSS B&FS aims to provide the highest level of service possible to the campus. Should you experience any problems with the service you receive, please contact:

- Robin Baca, B&FS Supervisor, rbaca@berkeley.edu, 510-664-9467
- Seana Van Buren, CSS Service Director, skelly@berkeley.edu, 510-326-5429
- Jim Wogan, CSS B&FS Director, jimwogan@berkeley.edu, 510-664-9390

Questions? Comments? Contact Us!

sharedservices@berkeley.edu  |  510-664-9000  |  sharedservices.berkeley.edu