

Campus Shared Services Business & Financial Services College of Natural Resources

Request Service!



510-664-9000, option 2



sharedservices.berkeley.edu



bnfscshelp@berkeley.edu



bearbuy.is.berkeley.edu

When you need...	You can...	CSS will...
To make a purchase	<p>If you are a BearBuy user, you are encouraged to continue to utilize the BearBuy platform as usual.</p> <p>If you are not a BearBuy user, use your department form as usual.</p>	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	<p>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.</p>	CSS will process all payment/reimbursement requests, and communicate with the requestor as needed to complete the transaction.
A reimbursement (not Travel & Entertainment)	<p>If you are a BearBuy user, you are encouraged to continue to utilize the BearBuy platform as usual.</p> <p>If you are not a BearBuy user, use your department form as usual.</p>	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 connexus@berkeley.edu for assistance in using the online booking service, Connexus.	

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!

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