1. Use non-catalog form in BearBuy and attach documentation; change vendor name to BluCard

2. Order using BluCard

3. Verify information submitted

4. Receive order physically and electronically

5. Reconcile and verify BluCard charges

BluCard Purchases Non-Research Funds

- This process document is current effective 04/28/2014
- If you have questions about this document please contact ptimaps@lists.berkeley.edu