BluCard and Event Planner Card (EPC) Reconciliations

BluCard - In order to reconcile/verify/approve your BluCard or EPC transactions, you need to fill out a request form on-line or email your requests to BusOps@Berkeley.edu. Your request should include:

1. The date and business purpose for purchase.
2. The chart string or speedtype to be used.
3. Approval from your supervisor or director (can be either signature or email approval).
4. A copy of the order confirmation and receipt.

Tip: *As a best practice please send in your reconciliation requests as soon as you have gathered all the required information. It is OK to send in your documents even before the charges show up on BFS (BluCard Staging).

3-Strike Rule:

All required bluCard and/or EPC documents need to be submitted to Administrative Operations by the 12th day after the transaction hits BFS. This will allow the Administrative Operations team to complete the "Approval" portion of the reconciliation process. Should the required documents not be received by the 12th calendar day this will count as a “strike". After the 3rd "strike" your bluCard or EPC will be reduced to $1/day for a 6-month period. After the 6 months your daily limit will be re-instated; however, should another “strike” occur the bluCard will be taken away indefinitely.

TIP: * Your CalNet Directory information should be updated so your Finance Director or Administrative Operations staff will be able to submit a SARA request so you can view your transactions on BFS. You also need to subscribe to BFS Users Listserve in order to receive information regarding policies and procedures since this is communicated to the campus via the BFS Users Listserve. To subscribe to the BFS Users Listserve, fill out the form located at: https://calmail.berkeley.edu/manage/list/listinfo/bfs_users@lists.berkeley.edu

Bonus Tip: ** After your charges have been approved and ticket closed, you can go ahead and shred the documents.
**EPC Card** - The Entertainment Purchase Order and Event Planner Card Expenses Form should have all the core information that is needed on BluCard request. In addition, you also need to submit the [Event Planner Card Authorization Form](#) - this form needs to have two signatures, one by the host and one by the approving supervisor.

*Tip:* The host and approver **cannot be the same person** and a guest list or flyer should always be attached/included.