

Document Number (for internal purposes only)
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INTERDEPARTMENTAL ORDER CHARGE SHEET

Originating Department	Requested by	Email/Phone Ext	Date	Deliver to BEST Region	Date needed
Charge approved by	Approval Signature	Email/Phone Ext	Date	Delivery Address	

Description of Goods and/or Service	Quantity	Rate	Total
Background Check Position: _____	1	155.00	155.00
Total:			155.00

Account(s) to be charged:

COA Field Length 1 5 5 5 2 1 6 5 10 6

Name of ORG to be charged	BU	Account	Fund	ORG	Prg	Project	Flexfield	SpeedType	Reference	Amount	
										155.00	

Retention: Office of Record: 6 years subject to Contract & Grant Requirements. Other copies: 1 year

UC Berkeley partners with two service providers for background check clearances

- HireRight - performs the nationwide background check(s)
- Biometrics4ALL, Inc - performs fingerprinting (Livescan) services for both CA applicants and non-CA applicants.

In order to determine whether a position requires a Livescan or HireRight, please check off any that apply to this position:

- This position is a Weapon Carrying Peace Officer / Dispatch Officer.
- This position has a requirement for a license, certificate, or degree in a healthcare setting that requires Livescan.
- This position has direct responsibility for the care, safety and security of children and minors.
- This position is funded by a contract or grant that requires a Livescan.
- None of the above are applicable.

Completed by: _____

Date: _____

** This IOC and questions should be position specific and will allow HR to asses start date expectations accurately*