UCI School of Social Sciences

PURCHASING TRAINING AND REVIEW
January 26-27, 2022
Welcome

Purchasing Team

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REMINDER

Social Sciences Purchasing email address: socscipurchasing@uci.edu

- All Purchase Order Request Forms for the Business Office, are to be sent to the Soc Sci Purchasing email address.

- Subject line of email to include: Department Name –Last Name of PI/Manager/or Requestor – Vendor Sociology – Penner - Amazon

- If the order is needed by a certain date or special handling is required, this should be clearly stated on the POR form and communicated in the body of the email.
• Please make sure the form is complete.
• Be sure to include Project Code and [optional] Org Reference ID
• The Department is the department of the PI or person requesting the order.
• On all orders, a FULL DETAILED JUSTIFICATION OR BUSINESS PURPOSE is required.
• The Item and Description should include all items and prices.
• Authorization Signature, should be the PI, Manager or Director.
• Authorization can be in the form of an electronic signature or an attached email.
• Submit one POR form per vendor and one order per email.
What to Complete on the PO Request Form:

<table>
<thead>
<tr>
<th>Field</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Insert today’s date</td>
</tr>
<tr>
<td>Person Requesting Order</td>
<td>Insert your name</td>
</tr>
<tr>
<td>KFS Acct</td>
<td>Insert the account# to be charged. If unsure, leave blank and work with Manager</td>
</tr>
<tr>
<td>Principal Investigator</td>
<td>Insert your name OR if you are ordering for the PI, enter the PI’s name</td>
</tr>
<tr>
<td>Office/Room</td>
<td>Insert your office address</td>
</tr>
<tr>
<td>Phone</td>
<td>Insert your phone number</td>
</tr>
<tr>
<td>Suggested Vendor and Address</td>
<td>Insert the vendor’s name and address</td>
</tr>
<tr>
<td>Contact and Contact Phone</td>
<td>If there was a specific person you spoke with, include their name and phone number. If not, leave this field blank.</td>
</tr>
<tr>
<td>Date Wanted</td>
<td>If this item needs to be received by a specific date, please indicate so. If not, leave this field blank.</td>
</tr>
</tbody>
</table>
| Shipping Instructions                    | Due to COVID, items can be shipped to a home address rather than the campus, if desired.  
- If shipping to home, state “Home” and provide the full address (including city, state, zip)  
- If shipping to campus, provide building and room number only |
| Detailed Justification of Purchase       | Explain the detailed business purpose/justification for purchasing this item |
| Authorization Signature                  | If you are the PI or Manager of the account, type in your name and put today’s date. If not, leave blank |

How to complete the middle section of the form:

<table>
<thead>
<tr>
<th>Qty</th>
<th>Unit of Issue</th>
<th>Item and Description</th>
<th>Part, Model, or Catalog#</th>
<th>Unit Price</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(this will auto-calculate based on what you enter in the Qty and Unit Price boxes.)</td>
</tr>
</tbody>
</table>

Enter how many you’re ordering of this item.  
For publication fee, enter “1”.

What to Submit to the Department Office:

1. Completed and Signed PO Form
2. Copy of Invoice, Quote, or Webpage (e.g., Amazon) showing the following:
   a. Vendor Name
   b. Item(s) to be purchased
   c. Cost of Item(s) to be purchased, including subtotal and tax (if applicable)
DEPARTMENT PURCHASES

• Purchases on department account
• Total is less than $5,000
• PALCard only
• Supplies and materials
• Department subscriptions/memberships
• Nothing unusual

BUSINESS OFFICE PURCHASES

• All non-department accounts
• Total can be any amount
• PALCard and Purchase Orders
• Furniture
• Services
• Software
• Computer Related
• Equipment
• Unusual items
Approvals:

• Managers or Directors must approve all department purchases, prior to the cardholder making the purchase.

• Faculty must approve all orders on their accounts, prior to the POR form sent to Soc Sci Purchasing.

• Fiscal Officer must approve POR on managing accounts, prior to purchase.

• Any department purchase or Business Office purchase over $2,500, needs the approval of the Director of Finance, prior to purchase.

• These approvals can be in the form of an attached email or by electronic signature or handwritten on the form.
• An approved Purchase Order, by Procurement, must be in place PRIOR to committing University funds or services being rendered. If a POR form is submitted to the Business Office, after-the-fact, please provide a justification.

• Contract Services in the Procurement Office are responsible for signing all contracts or agreements requested by vendors. They will analyze and review terms and conditions to assure compliance with state and federal laws, and UC or campus policies. **No one is to sign any contracts or agreements on behalf of the University, except Contract Services.**

• Please relay this information to all faculty and staff
VENDOR ONBOARDING

Instructions for searching the KFS Vendor Database:

TRAINING SESSION SLIDES
https://youtube.be/GUHSH4ZQRSQ
PaymentWorks Onboarding Process

1. Search KFS to Verify Vendor has Not Been Onboarded
2. Initiate Vendor Invite
3. Approve Request
4. Send Invite

5. Create Account in PaymentWorks
6. Complete Registration
7. Screen Vendor (TIN, Sanction, etc.)
8. Approve Registration

9. Update Vendor in KFS
10. Assign KFS Vendor Number (or Division)
11. Send Notification to Initiator & Vendor
12. Ready to Create Purchasing or Payment Docs in KFS!

Color Key
- Department Initiator
- UCI Vendor Coordinator
- Vendor
- PaymentWorks
Purchasing Process Map
Engraving services on awards or items gifted to individuals, employees, non-employees or students

<table>
<thead>
<tr>
<th>Commodity (Description of Goods or Services)</th>
<th>Buying Tool(s)</th>
<th>Authorized Buyer</th>
<th>Additional Approving Department</th>
<th>Policy Reference and Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Controlled substances including precursor chemicals (i.e. narcotics and other drugs)</td>
<td>KFS Requisition</td>
<td>Procurement Services</td>
<td>EH&amp;S</td>
<td>Controlled Substances Including Precursor Chemicals: DEA drug schedules, II-V</td>
</tr>
<tr>
<td>Cryostats</td>
<td>KFS Requisition</td>
<td>Procurement Services</td>
<td>EH&amp;S</td>
<td></td>
</tr>
<tr>
<td>DEA (Drug Enforcement Agency) license and renewal</td>
<td>PAL Card</td>
<td>Department</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Design services -- web, logo, publications, etc.*</td>
<td>KFS Requisition</td>
<td>Procurement Services</td>
<td></td>
<td>Check to see if Fair Wage/Fair Work or Prevailing Wage apply.</td>
</tr>
<tr>
<td>Donation or sponsorship of a profit or non-profit organization, program, etc.</td>
<td>Payment through DV — reason code Q (Disbursement Voucher)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donor cultivation and promotional supplies for fundraising - licensed vendors only</td>
<td>PAL Card KFS Requisition</td>
<td>Department</td>
<td></td>
<td>UCI Trademarks</td>
</tr>
<tr>
<td>Draperies and drapery cleaning*</td>
<td>KFS Requisition</td>
<td>Procurement Services</td>
<td></td>
<td>Check to see if Fair Wage/Fair Work or Prevailing Wage apply.</td>
</tr>
<tr>
<td>Drones – UAV or UAS (Unmanned Aerial Vehicles or Unmanned Aerial Systems)</td>
<td>KFS Requisition PAL Card</td>
<td>Procurement Services Department</td>
<td></td>
<td>Email: <a href="mailto:Dronesafety@uci.edu">Dronesafety@uci.edu</a></td>
</tr>
<tr>
<td>Dust or gas masks, and respiratory equipment</td>
<td>KFS Requisition</td>
<td>Procurement Services</td>
<td>EH&amp;S</td>
<td>Respiratory Protection</td>
</tr>
<tr>
<td>Employee morale building and entertainment-related expenses for UCI employees including party supplies/decorations, activity supplies, gifts, and food items.</td>
<td>Corporate Card (event and non-event) o Reimbursement through ENT Or personal funds o Reimbursement through ENT</td>
<td></td>
<td></td>
<td>G-41, G-42</td>
</tr>
<tr>
<td>Engraving services on awards or items gifted to individuals, employees, non-employees or students</td>
<td>Corporate Card (event and non-event) o Reimbursement through ENT Or personal funds o Reimbursement through ENT</td>
<td>Procurement Services</td>
<td>EH&amp;S</td>
<td>707-10, Section L</td>
</tr>
<tr>
<td>Equipment emitting any air pollutant (combustion sources – boilers, furnaces, heaters, incinerators, kilns)</td>
<td>KFS Requisition</td>
<td>Procurement Services</td>
<td>EH&amp;S</td>
<td></td>
</tr>
<tr>
<td>Equipment with internal combustion engine using gasoline</td>
<td>KFS Requisition</td>
<td>Procurement Services</td>
<td>EH&amp;S</td>
<td>707-10, Section L</td>
</tr>
</tbody>
</table>

DO NOT process Disbursement Vouchers (DVs) for the commodities listed below unless otherwise stated.

*UC Fair Wage/Fair Work (FW/FW) and SB 854 Prevailing Wage (PW) impact services, making it a high value request. Please plan accordingly when acquiring services.
Software Questionnaire Form

Name of Software:

Link to Software Website:
Describe the main use(s) of this software and the type of data involved:
Will this software be installed locally at UCI, hosted in the Cloud, or a combination of both?
Is this a new software purchase, or a renewal?

Security

Is the vendor of this software providing adequate security for the protection of your data?

Why are the users of this software required to complete the a software questionnaire?

Are there any security measures in place to protect user data?

What are the data elements that are being collected and how are they being protected?

Accessibility

Is this software accessible to users with disabilities?

Are there any accommodations needed to use this software?

Are there any alternative methods to access the software?

Are there any alternative methods to perform the task if the software cannot be used due to a disability?
# Purchasing Agreement Information Form

## Purchasing Agreement Information

### Supplier's name, authorized Supplier Signatory's full name, address, phone number and email address

### PI Name, department and contact information

### Scope of Work: a description of the services, including any tasks/deliverables/reports/dates/milestones

### How (and by whom) the vendor was selected (include any extenuating circumstances)

### Duration of the services (What are the beginning and end dates)? Please confirm if services have commenced and/or completed.

### Location of services (address)

## Payment amount by the hour, day, month, or job and Total Not to Exceed amount.

## Sources of any federal funding

## Will the services involve access to restricted/sensitive data? [YES NO]

- PHI (protected health information)
- PI (personally identifiable information)
- Student records
- University networks/data systems

## Also consider the following: [YES NO]

- Is this individual currently employed by UC?
- Was this individual a University employee at any time during the past 12 months?
- Was the selection of this individual made or influenced by a near-relative who is a UC employee?
- Will the services be conducted on campus?
- Will the vendor be in California while performing the services?
EMPLOYEE HIRE

Generally, under common law if an employer has the right to direct and control the work of an individual who performs the services, not only as to the results to be accomplished but also as to the methods and means by which the results are accomplished, an employer-employee relationship exists.

In this respect, even if the employer does not exercise the right to direct or control the manner in which the worker performs the services, the fact that the employer retains the right to do so is sufficient.

PURCHASING AGREEMENT

Independent Contractors provide services to complete a defined end-product. An independent contractor relationship exists when the University has the right to control only the result of the service, not the manner of performance.

Independent Consultants provide opinions and recommendations to a particular problem/situation. An independent consultant relationship exists when the University does not control either the result of the service or the manner of performance. An independent consultant is not employed by the University and is typically a person of professional or technical competence who provides advice to the University.

Professional Services are highly specialized functions performed by a supplier that most commonly a) has a professional license; b) is licensed by a regulatory body; and/or c) is able to obtain professional errors and omissions insurance.
Links to Forms:

Soc Sci POR Form:


Purchasing Agreement Information:


Software Questionnaire:


Conflict of Interest:


Electronic-Communication-Equipment:


Purchasing Methods Guide:

https://docs.google.com/spreadsheets/d/1qVxOCEECtFowHghlmw5qRaRl8FRFij1EPbgjsN9PgUkE/edit#gid=0
Links to Policies and Websites:

BFB-BUS-43 Purchases of Goods and Services; Supply Chain Management:
https://policy.ucop.edu/doc/3220485/BFB-BUS-43

Article 5 of the Collective Bargaining Unit:
https://ucnet.universityofcalifornia.edu/labor/bargaining-units/sx/docs/sx_article_05_contracting_out.pdf

Regents Policy 5402: Policy Generally Prohibiting Contracting for Services:
https://regents.universityofcalifornia.edu/governance/policies/5402.html

Business and Financial Affairs - Materiel Management - Purchasing:
https://www.policies.uci.edu/policies/procs/707-10.php

Purchasing Methods Guide:
https://docs.google.com/spreadsheets/d/1qVxQCEECtFowHqhimw59RaRI8FRFj3EPhGjsNP3Uke/edit#gid=0

PALCard:
https://procurement.uci.edu/palcard/index.php

Software Procurement:
https://procurement.uci.edu/procurement/software.php

UCIBuy:
https://procurement.uci.edu/ucibuy/index.php

Small Business First FAQs (PDF):

UCI Procurement FAQs:
https://procurement.uci.edu/faqs/#Procurement
TAKE AWAYS

• Send PO Request Forms to socscipurchasing@uci.edu and not to BO staff.

• FULL DETAILED JUSTIFICATION OR BUSINESS PURPOSE, must cover the purpose of the purchase.

• All purchases need PRIOR approval before making the purchase.

• Faculty are to fill out all forms.

• Procurement must approve PO PRIOR services being rendered.

• No one is to sign any contracts or agreements on behalf of the University, except Contract Services.

• Check to see if vendor is onboard, and if not, send invite through PaymentWorks.

• Software Questionnaire Form, filled out by the PI or the person requesting the software and sent to Andy Hill for approval.

• Purchasing Agreement Information Form filled out for all services. needs to be detailed and complete.

• Purchasing Methods Guide: