The Soc Sci Purchasing Team  
(socscipurchasing@uci.edu)

- Trisha Fisher  
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  School Wide Support

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  Department Support:  
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- Jayne Lee  
  Purchasing Assistant  
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  Department Support:  
  Anthro | CLS
- All Business Office Purchase Requests should be sent to:
  socscipurchasing@uci.edu
- In the subject line of the email include:
  Department – PI/Requestor – Vendor
- Please communicate to your faculty to not send requests to our personal email addresses.
- Submit one PR form per vendor and one order per email.
- Include all quotations or other descriptive information with the Purchase Request form.
APPROVALS

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

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

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

• Any purchase requests over $2,500 and/or purchases for furniture or unusual items, should be sent to the Director of Finance for approval, prior to purchase.

• Furniture requests need the approval of the Director of Facilities Management and Space Planning, prior to the purchase.

• An approved Purchase Order by Procurement, must be in place PRIOR to committing University funds or services being rendered.
Step One
• Faculty or department staff fills out PR form
• Staff obtains back-up and attaches it to PR form
• Staff determines PR is a Department purchase
• PR form is sent to Manager for approval

Step Two
• Manager Reviews for Completeness, accuracy, policy, and fund availability.
• Returns PR form to staff for processing

Step Three
• If over $2,500, pre-approval by the Director of Finance is required
• Staff then makes the purchase
• Once transaction hits Action List in KFS, staff uploads back-up documentation, within 5 days
BUSINESS OFFICE PURCHASE PROCESS

Step One
- Faculty or department staff fills out PR form
- Staff obtains back-up and attaches it to PR form
- Staff determines PR is a Business Office purchase
- Staff ONBOARD’S VENDOR
- PR form is sent to Manager for approval

Step Two
- Manager Reviews for Completeness, accuracy, and policy.
- Returns PR form to staff for processing

Step Three
- Staff makes sure vendor is onboarded
- Staff sends PR form, along with any back-up, to Soc Sci Purchasing email address and cc’s Department Manager and PI

Step Four
- Business Office staff reviews and verifies policy, funding availability and allowability
- Obtains any additional approvals if needed
- Staff then processes PR
PURCHASING METHODS

PURCHASING METHODS GUIDE

- UCIBuy
- PALCard
- Purchase Order
<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>
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<tbody>
<tr>
<td>Fume hood certification - only UCOP contracted vendor</td>
<td>PALCard</td>
<td>Department</td>
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<tr>
<td>Fume hood certification - all other companies not listed above</td>
<td>KFS Requisition</td>
<td>Department</td>
<td></td>
<td>Check to see if Fair Wage/Fair Work or Prevailing Wage apply.</td>
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<tr>
<td>Furniture purchases (Tangram Interiors stand-alone items for campus delivery only)</td>
<td>UCI Buy</td>
<td>Department</td>
<td>Tangram Interiors Puchout Catalog (under Furniture) in UCI Buy</td>
<td></td>
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<tr>
<td>Furniture purchase (New) — any type including chairs, couches, desks, tables, cabinets, etc.</td>
<td>KFS Requisition</td>
<td>Procurement Services</td>
<td></td>
<td>How to purchase pre-owned furniture.</td>
</tr>
<tr>
<td>Furniture purchase (Pre-Owned) — any type including chairs, couches, desks, tables, cabinets, etc.</td>
<td>KFS Requisition</td>
<td>Procurement Services</td>
<td></td>
<td>Facilities Management is required to set up for events located on campus. Article 5 of the University Collective Bargaining Agreement and Regents Policy 5402: Regents Policy Generally Prohibiting Contracting for Services.</td>
</tr>
<tr>
<td>Furniture rental – fabric or upholstered chairs, etc.</td>
<td>KFS Requisition</td>
<td>Procurement Services</td>
<td>Facilities Management is required to set up for events located on campus. Article 5 of the University Collective Bargaining Agreement and Regents Policy 5402: Regents Policy Generally Prohibiting Contracting for Services.</td>
<td></td>
</tr>
<tr>
<td>Gifts or gift-related items for employees, non-employees or students for any occasion, including retirement, bereavement or employee recognition. Items include, but are not limited to: flowers/plants, gift cards, plaques, UCI- logo attire, gift wrap and paper/packaging supplies etc.</td>
<td>Corporate Card (event and non-event)</td>
<td></td>
<td>G-41, G-42</td>
<td></td>
</tr>
<tr>
<td>Hotel and lodging</td>
<td>CTS Account, Corporate Card or Personal Funds</td>
<td>Procurement Services</td>
<td>707-10, Section 1</td>
<td>UC Travel Regulations, UCI Travel and Transportation.</td>
</tr>
</tbody>
</table>
UCIBuy offers a wide array of laboratory supplies, life science solutions, medical equipment, office supplies, computers and peripherals, as well as facilities maintenance, repair, and janitorial products.

Shopping using UCIBuy streamlines the KFS requisition process by auto-populating many fields and tabs and accelerates the approval workflow process.

More information and training:
https://procurement.uci.edu/ucibuy/index.php
PALCard/PCDO

- Low Value Purchases
- Unrestricted purchases $5,000 or less, including tax and shipping
- Purchases requiring a signature, (contract or agreement), are NOT permitted on PALCard.
- Always include the KFS Doc# on the PR, as well as (if applicable) the Project Code and Org Reference ID before uploading to KFS.
- Upload backup documentation to KFS, once you receive an FYI, within 4-6 calendar days or less.
- More information and training: https://procurement.uci.edu/palcard/index.php
- PALCard Holders Mailing List Subscription: https://maillists.uci.edu/mailman/listinfo/palcard-holders
All approvals must occur within 15 calendar days of the PCD0 document created date.
Purchase Order

- High Value Purchases
- Purchases greater than or equal to $5,000 or containing any restricted item(s).
- All services are processed through a Purchase Order.
- A detailed Purchasing Agreement Information Form should be included with the PR for all purchases being processed through a PO.
- An approved Purchase Order by Procurement, must be in place PRIOR to committing University funds or services being rendered. If a PR form is submitted to the Business Office, after-the-fact, please provide a justification.
PURCHASE ORDER WORKFLOW

1. **Initiator**
   - Requisition
   - Content Reviewer: Optional—has the ability to edit any field in the Requisition.
   - Fiscal Officer: Has the ability to change any account information and add reference info in the ORG REF ID field (10 characters max).
   - Accounting Reviewer for FYI and Accounting Reviewer for Acknowledgement: Optional—notification only. Does not have the ability to edit or approve.
   - Central Equipment Reviewer: Has the ability to change object code and fields in the Capital Asset Tab.
   - Approved Purchase Order
   - Transmitted to Vendor

2. **Central Purchasing Buyer**
   - Buyer ≤ $5,000 or restricted commodity.

3. **Departmental Buyer**
   - Buyer ≤ $5,000 and non-restricted commodity.

4. **Unapproved Purchase Order (PO)**

Additional approvals may be required based on the commodity used.

Department Security Administrators (DSA) can make changes to assigned personnel in each role.
**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 FULL DESCRIPTION of the SERVICES, including any tasks/deliverables/reports/dates/milestones:**

- **Describe how (and by whom) the vendor was selected (include any extenuating circumstances):**

- **Duration of the service(s) (What are the BEGINNING and END DATES)? Please confirm if services have already started, not yet started, or have been completed:**

- **Location of services (address):**

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**Payment amount by the hour, day, month, or job and Total Not to Exceed amount:**

**Sources of any federal funding, Include Grant/Cooperative Agreement Number:**

**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?
Purchasing Agreement Information

Supplier's name, authorized supplier signature's full name, address, phone number and email address
Pacific Island Ethnic Art Museum (PIEAM)  
email: flujan@pieam.org
695 Alamitos Ave.  
Long Beach, CA 90802  
562-216-4170

PI Name, department and contact information
Tiara R. Naputi  
Dept of Global & International Studies  
naputi@uci.edu  
cell phone: 949-300-8252

Scope of Work: a description of the services, including any tasks/deliverables/reports/dates/milestones
Hiring Pacific Island Ethnic Art Museum (PIEAM) to be a team collaborator with Principle Investigator (Naputi), sharing responsibility to map stories of Native Hawaiian Pacific Islander (NHI) and Indigenous communities in Orange/Los Angeles counties. Utilizing the talent of the PIEAM to also focus on indigenous methodologies and arts interventions for educating the public, and sharing community-based practices about Indigenous and Pacific communities.

Tasks/Deliverables: organizing logistics for event(s) pertaining to utilization of the PIEAM as a site for creating stories and addressing topics related to indigenous experiences, sovereignty & relationships with local Indigenous and Native Hawaiian, and Pacific Islander (NHI) communities in Orange, CA County. PIEAM will engage with Indigenous groups and communities in California, with Principle Investigator (Naputi) and her team and will help provide the museum as a place to host materials and a public exhibit that showcases the story mapping and identified topics for the project.

Dates: By April 30, 2024 content will be provided to Principle Investigator (Naputi) for the report, materials for exhibit to be launched by July 2024-2025 (specific timeline to be determined by PIEAM team in alignment with principle investigator, services and tasks).

Describe how (and by what) the vendor was selected (include any considered a “quasi-standards”)

Payment amount by the hour, day, month, or job and Total Not to Exceed amount.
Payment amount calculated for overall job; coordinating logistics for community events at PIEAM; utilizing expertise and space for gathering stories; creating and organizing materials for exhibition in AY23-25: $6,000

Sources of any federal funding
N/A

WP service vote access to restrict/collect data?  YES  NO
- PHI (protected health information)  
- PII (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?
• 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.
“AFTER – THE – FACT “ PURCHASE ORDER

From the information provided, the services were already completed prior to Procurement’s approval of the POs. According to UCOP’s Procurement policy (excerpts below), a purchase made without an approved agreement or a Purchase Order is unauthorized (except for an approved purchase on a PAL Card) and can result in negative consequences for the campus and the person making the purchase. In the future, please take appropriate measures to avoid these situations and obtain Procurement’s formal approval prior to making the purchase.

- **BUS-43, Section III, Part 1, H. Unauthorized Purchases:**
- **1. Responsibility:** An individual who has not been delegated purchasing authority who makes an unauthorized purchase of goods or services shall be responsible for payment of the charges incurred. At the discretion of the Location’s Policy Exception Authority:
  - a. The unauthorized individual may be required to pay either the full amount whenever the purchase is found to cover unneeded items or items whose purchase would not otherwise be authorized and the transaction cannot be canceled, or the amount of any cancellation charges incurred when cancellation can be arranged; or
  - b. The unauthorized individual may be required to pay the difference between the charges such individual incurred and those the University may reasonably have incurred if the purchase had been properly executed.
  - c. The unauthorized individual may be required to reimburse the University for unauthorized purchase of good or services.
  - d. Reimbursement or payment of unauthorized purchases require policy exception by a location’s policy exception authority and/or designee(s).
COVERED SERVICES

Will the Supplier provide “covered services” as defined by Regents Policy 5402?

If yes, you must obtain an approved Covered Services Request Form (DocuSign) from Employee Workforce Relations prior to submitting your Purchase Request. Include the approved form and Wage Benefit Parity Appendix from EWR with your Purchase Request.

Should you have any questions, please contact Enterprise Workforce Relations (EWR) directly.

- Cleaning, custodial, janitorial or housekeeping services
- Food services
- Laundry services
- Grounds keeping
- Building maintenance
- Transportation and parking services
- Security services
- Billing and coding services
- Sterile processing
- Hospital or nursing assistant services
- Medical imaging or other medical technician services.
- Chairs and Table Set-up
SOURCE SELECTION & PRICE REASONABLENESS JUSTIFICATION FORM (SSPR)

This form is required for all federally funded purchases $≥$10,000 (including tax and shipping) & non-federally funded purchases $≥$100,000 (excluding tax, but including shipping), to substantiate the appropriateness of source selection and price reasonableness.

The responsible requesting party in the department should complete this form with detailed facts and explanation.

Include SSPR with ALL federally funded purchases over $10,000, with the Purchase Request Form.

SSPR Form

Instructions for completing the form:
Supplier Security Review Questionnaire
securityreviews@uci.edu

To initiate the Supplier Security Review Process:

- **Download** and complete the Supplier Security Review Questionnaire

- **Email** form to securityreviews@uci.edu to request a supplier security review, where it will then be triaged by OIT Security within ServiceNow.

- If purchased on PALCard, be sure to include the OIT Approval with backup.

- If going on a Purchase Order, include the OIT Approval with the Purchase Request Form.
Electronic Communications Equipment Form

- Computers and other electronic equipment purchased with University funds remain the property of the School of Social Sciences.
- Include a signed employee agreement with the Purchase Request Form.
- Electronic Communications Equipment Form

Appendix A

To: DEPARTMENT HEAD
Re: Employee Agreement Concerning the Use of Electronic Communications Resources

I hereby certify that I am the recipient of the following University-provided electronic communications equipment and/or services (check appropriate box):

☐ Equipment - I agree that this equipment is to be used primarily for official University business, and that any personal use of the equipment will be incidental in nature. I agree to reimburse any department for any personal use of this equipment that results in noticeable incremental costs to the University and will exercise appropriate care and caution when using the equipment, in accordance with the policy and procedures set forth in Business and Finance Bulletin G-46, Guidelines for the Purchase and Use of Cellular Phones and Other Portable Electronic Resources (attached). In addition, I understand that all records related to the purchase, use, and disposition of this University-owned equipment, including cell phone statements, are the property of the University and potentially subject to disclosure under the California Public Records Act.

I further understand that I am responsible for safeguarding the equipment, including any data on the equipment, and controlling its use in accordance with BF
g-46. If the University determines that there is no longer a business need for me to possess such equipment, I will return the equipment. Likewise, if I separate from University employment, I will promptly return the equipment to my department.

☐ Services - I agree that this service is to be used primarily for official University business, and that any personal use of the service will be incidental in nature. I agree to reimburse any department for any personal use of this service that results in noticeable incremental costs to the University, in accordance with the policy and procedures set forth in Business and Finance Bulletin G-46. In addition, I understand that all records related to the purchase and use of this University-provided service, are the property of the University and potentially subject to disclosure under the California Public Records Act.

I further understand that if the University determines there is no longer a significant business need for me to utilize this service, the University will discontinue its funding of the service. Likewise, if I separate from University employment, the service will no longer be paid for or reimbursed by the University.

Name: ____________________________ Title: ____________________________
Signature: ________________________ Date: ____________________________

G-46, March 14, 2006; revised March 1, 2007
LINKS TO FORMS

Soc Sci PR Form:

Purchasing Agreement Information:
https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:3c798721-bcc8-328a-893f-8d78c009a2ce

Supplier Security Review Questionnaire:
https://www.security.uci.edu/services/supplier-review/questionnaire/

Conflict of Interest Form and Guide Video:
https://www.youtube.com/watch?v=Do35d3qj2qs

Electronic-Communication-Equipment:

Purchasing Methods Guide:
https://docs.google.com/spreadsheets/d/1qVsQCEECtFowH9hImw59RaRl8FRFij1EPGsNP9UkE/edit#gid=0

Source Selection & Price Reasonableness Justification form (SSPR)

Covered Serves Request Form:
https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=9e69d47f-43fa-470d-8353-0c9b3d2d5ac5&env=na3&acct=618fe38f-33cd-47c1-b564-9c2a571bce2&v=2
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

**Equipment Management:**
https://procurement.uci.edu/equipment-management/index.php

**Purchasing Methods Guide:**
https://docs.google.com/spreadsheets/d/1qVxQCEEGrFowH9h1nw59RaRI8FRIj1EPt9gjNPg9UkE/edit#gid=0

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

**Supplier Security Review:**
https://procurement.uci.edu/procurement/buying-software-it-services.php
https://www.security.uci.edu/services/supplier-review/

**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 Purchase Request Forms to socscipurchasing@uci.edu and not to BO staff.

- **FULL DETAILED JUSTIFICATION** and **BUSINESS PURPOSE** is required for all purchases.

- All purchases need **PRIOR** approval before making the purchase.

- Faculty are to fill out all forms.

- **Procurement** must approve Purchase Order **PRIOR** to 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 onboarded, and if not, send invite through PaymentWorks.

- **Supplier Security Review Questionnaire Form**, must be filled out by the PI or the person requesting the software or platform and sent to securityreviews@uci.edu for approval.

- **Purchasing Agreement Information Form** should be filled out by the PI for all services and needs to be very detailed and complete.

- Consult the **Purchasing Methods Guide** for allowable services via PALCard, prior to making the purchase.
Q & A