

Purchasing 102

OBJECTIVES

- A basic understanding of the types of purchases that go through the Purchasing Department
- An understanding of the DaFIS Requisition and ability to use it
- Ability to run purchasing inquiries in DaFIS Transaction Processing and in Decision Support
- Where to go for additional information, including Purchasing and DaFIS web sites

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PURCHASING 102 OVERVIEW

The Purchasing 102 class is designed to give you information and training on purchasing that must go through the Purchasing Department. In this training, you will learn about the tools and resources available to you when making these types of purchases.

Pre-Purchasing Considerations

The same considerations that should be made before making direct departmental purchases must also be made before making purchases that go through Purchasing. Since the university is a public entity we are accountable to many stakeholders: the tax payers, the state, funding agencies, and more. When making purchases for the university, it is incumbent upon you to avoid impropriety.

There are three major things that you want to consider before making any purchase:

Use University Purchasing Power Appropriately. University credit, purchasing power, and facilities have been granted to you to make purchases for official business use only (UCD P&PM 350-10: <http://manuals.ucdavis.edu/PPM/350/350-10.htm>). Make sure that you know what you wish to purchase and why it is needed. If you have questions, check with your supervisor, account manager, or the Purchasing Department.

Avoid the Appearance of Favoritism. Make sure that you do not accept gifts or gratuities from vendors, either for business or personal enrichment (UCD P&PM 350-21: <http://manuals.ucdavis.edu/PPM/350/350-21.htm>). All purchases should be based on a legitimate business need. In most cases, multiple vendors will be considered for a purchase, unless there is absolutely only one vendor that will be able to provide the product or service (UCD P&PM 350-25: <http://manuals.ucdavis.edu/PPM/350/350-25.htm>).

Avoid the Appearance of a Conflict of Interest. University policy (UCD P&PM 350-90: <http://manuals.ucdavis.edu/PPM/350/350-90.htm>) prohibits the purchase, lease, or contracting for services with any employee or near relative who has an employee-vendor relationship. An employee-vendor relationship is defined as:

- An employee, acting alone, proposes for a consideration to rent or sell goods or to provide services to a University department, or an employee owns or controls more than 10% interest in any business that proposes for a consideration to rent or sell goods or to provide services to a University department; or
- A near relative of an employee, acting alone, proposes for a consideration to rent or sell goods or to provide services to a University department, or a near relative of an employee owns or controls more than 10% interest in any business that proposes for a consideration to rent or sell goods or to provide services to a University department, and the employee has, in any connection with his or her University employment, any responsibility for, or will be involved in any manner in, the departmental decision to accomplish or approve the transaction.

FROM START TO FINISH: FROM INITIAL REQUEST TO PURCHASE ORDER

There are multiple steps involved in the process of getting a purchase order placed through the Purchasing Department. This section covers the overall process, the following section will cover the documents in detail.

For full
information on
Procurement
Through the
Purchasing
Department, see
UCD Policy &
Procedure
Manual Section
350-25.

Request Stage

Your department first must determine whether or not the item you wish to purchase can be purchased directly from a vendor or must go through Purchasing. For assistance in determining this, refer to the Purchasing Decision Chart on the Purchasing web site at <http://purchasing.ucdavis.edu/help/purchdecision.cfm> (Information on purchasing items *not* required to go through Purchasing can be found in the Purchasing 101 training manual).

Document Completion and Routing

After the requisition has been completed, it will route to the required account manager(s), and any review hierarchies that may be established in your department. Depending on what commodities are being requested, the document may route to various workgroups on campus, including Facilities, Environmental Health and Safety, Police Department, or Human Resources. This routing ensures that the appropriate departments on campus have been notified and to ensure that any health and safety concerns have been addressed.

Arrival at Purchasing

The requisition document is received by the Purchasing Department and reviewed to ensure that all information is clear, accurate, and complete. Any required attachments are checked for completeness.

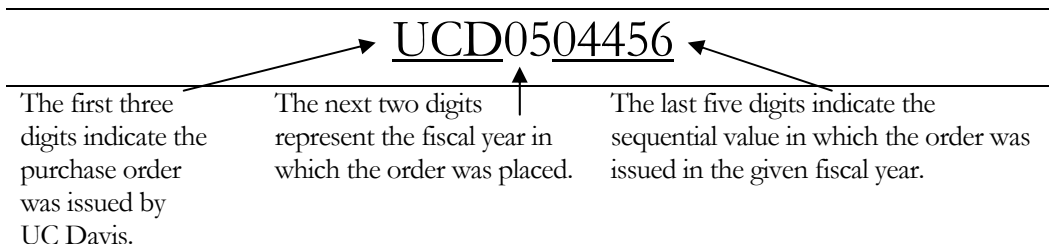
Buyer Assignment and Creation of a Purchase Order

The document is then assigned to a buyer in the Purchasing Department who handles that specific type of commodity being requested. A list of commodities and the buyer(s) assigned to them is available on the Purchasing web page at <http://purchasing.ucdavis.edu/about/teamassign.cfm>. The buyer, as required by university policy and state law, solicits competitive quotes. A purchase order is issued to the lowest responsible bidder meeting the required specifications.

PURCHASING IN DAFIS

How are purchase order numbers assigned?

The moment a purchase order is initiated by the Purchasing Department, the system assigns the purchase order number such as the one below:



What are commodity codes?

Commodity codes are required to identify items purchased through DaFIS. They are also used to:

- Automatically assign DaFIS system-required object codes
- Determine if the chosen item is taxable
- Notify users of available supply agreements
- Identify inventorial equipment
- Determine if special conditions routing is applicable, and automatically route as appropriate

Where does the default shipping and billing information come from?

The shipping and billing information is associated with the organization cited on the purchasing document. This information can be overridden on the purchasing document.

Organizations set up a default **Billing Address** and **Shipping Address**, as well as a **Purchasing Contact** and **Purchasing Contact Phone Number**, using the **Organization** document in DaFIS. This information can be modified at any time by processing another **Organization** document.

How are taxes calculated?

Sales tax is automatically calculated for each item purchased, as long as a taxable commodity code was chosen. The system applies sales tax based on the account's fund source. The rate of district tax is determined by the "ship to" zip code indicated on the purchasing document.

Since the university is required to pay California sales tax, even when purchasing from an out of state vendor, you should generally choose a taxable commodity code on your purchasing documents.

What are encumbrances? How do purchasing documents affect them?

An encumbrance is a firm commitment or obligation placed against funds of a department to cover a later expenditure required when goods are delivered or services are rendered. The purchasing system provides automatic establishment of encumbrances on all order types. Several documents also offer immediate reversal of existing encumbrances. The table below illustrates the encumbrance activity generated by each purchasing document:

ENCUMBRANCE ACTIVITY BY DOCUMENT TYPE

Document	Encumbrance Activity
Requisition (PR)	Creates internal encumbrances for each item ordered
Purchase Order/Business Agreement (PO)	Reverses all internal encumbrances created by the PR document; and creates external encumbrances for each item on the PO
Change Purchase Order/Business Agreement (CO)	Reverses all external encumbrances created by the PO document and creates new external encumbrances for the revised purchase
Redistribute Purchasing Liens (RPL)	Adjusts remaining encumbrances on a DPO, DRO, or PO document

How does purchasing relate to the other DaFIS modules?

The information on purchasing documents affects both Accounts Payable (AP) and Capital Asset Management System (CAMS) documents. The information on purchasing documents is automatically brought forward to the **Vendor Invoice** when it is time to pay for the purchase. Encumbrances are cleared as payments are made on the **Vendor Invoice**.

In addition, the information on purchasing documents is used by Equipment Management when processing **Add Asset** and **Multiple Add Asset** documents in CAMS for purchased equipment items. Capital Asset Accounting uses the information for making payments against assets and for equipment add-ons, where the value of an item is being added to the value of another.

Equipment custodians use the information on purchasing documents to create **Add Asset** and **Multiple Add Asset** documents for optional tracking of items below the equipment threshold.

The Purchasing Documents

When procuring items through Purchasing, there are three documents in DaFIS with which you should become familiar:

Requisition

The **Requisition** (PR) document by itself is not an official purchase order. It is an internal UCD document used to requisition goods and services; or to establish, through the Purchasing department, a supply agreement for goods and services not approved for direct organizational purchase. The **Requisition** document is initiated by organizations and, when required, is routed to appropriate administrative units for approval.

The **Requisition** enables you to move through the purchasing process efficiently and accurately by capturing important data at the source, by establishing internal encumbrances, and by routing the document through the proper approval chain prior to its arrival at the Purchasing department.

The PR screen does not contain any fields referring to shipping, payment or delivery terms. This information will be provided on the PO that is subsequently created by the assigned buyer. The terms will be based on the agreement the buyer reaches with the vendor.

A purchase order document must be fully approved in DaFIS before a vendor invoice can be paid.

The PR document allows you to enter a suggested vendor that is not already in the vendor table. It also allows you to suggest more than one possible vendor for the purchase. Two buttons are located on the PR main screen for this purpose.

Add Vendor Inserts another set of vendor fields.

Delete Vendor Deletes the indicated set of vendor fields. The cursor must be placed within the vendor fields for the vendor to be deleted.

All of the vendor fields are available for input. If a vendor is selected from the vendor table, the information will be defaulted and is not editable. If you choose to suggest a vendor that is not already in the vendor table, then all vendor fields must be completed.

For details on the PR and its uses, go to the Online Reference Manual at <http://dafis.ucdavis.edu/olrm/index.cfm?doc=PR>.

Redistribute Purchasing Liens

The **Redistribute Purchasing Liens** (RPL) document allows you to adjust accounting information for orders that were placed via a **Purchase Order** (PO). You can adjust the distribution among accounts currently paying for an item, or add new accounts.

Existing accounting lines cannot be deleted; however, remaining lien amounts for those accounts can be set to zero. These amounts *must* then be entered on another accounting line on the *same* document. (The RPL cannot be used to *cancel* a lien). For details on the RPL and its uses, go to the Online Reference Manual at <http://dafis.ucdavis.edu/olrm/index.cfm?doc=RPL>.

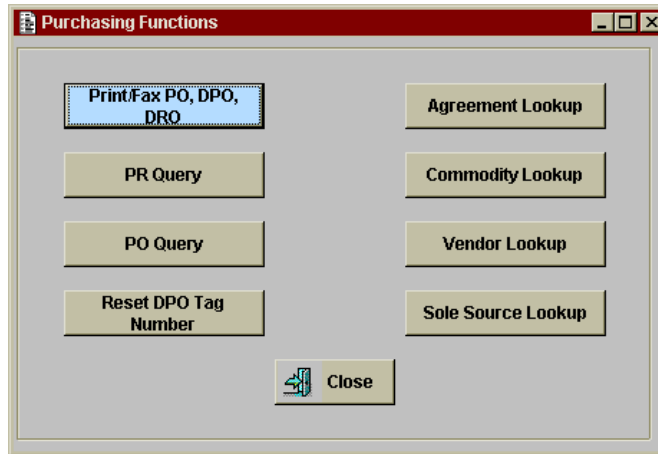
Change Purchase Order/Business Agreement

The **Change Purchase Order/Business Agreement** (CO) document allows a DaFIS user to *request* changes to a **Purchase Order/Business Agreement** (PO) issued by Purchasing or Business Contracts. Changes that can be requested to a PO include item quantity changes, item deletions, and item additions. The CO can also be used to request an extension to the term, cancel, close, or re-open a PO.

For details on the CO and its uses, go to the One Minute Manual at <http://dafis.ucdavis.edu/help/1min/changeorder.cfm>.

PURCHASING INQUIRIES

Clicking on **Purchasing**, under the **Inquiry** item on the menu bar, will open the **Purchasing Functions** screen.



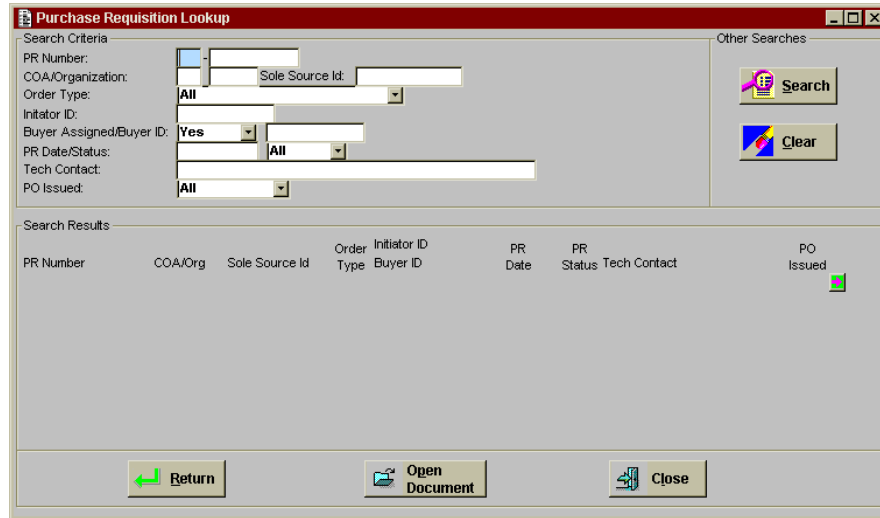
Much of the information needed to complete a purchasing document, as well as the history of purchases made, is stored within the system and can be accessed through the **Purchasing Functions** screen. Each of the buttons on the screen is described in the sections below.

Print/Fax PO, DPO, DRO

Clicking on the **Print/Fax PO, DPO, DRO** button accesses the **PO/DPO/DRO Print Parameter** screen, where purchasing documents can be printed and faxed. A **Purchase Order** issued by Purchasing can be printed after the buyer has printed the original order. The **Requisition** document cannot be printed from this screen. Information on the printing functions can be found in the Online Reference Manuals for the DPO (<http://dafis.ucdavis.edu/olrm/index.cfm?doc=DPO>) and DRO (<http://dafis.ucdavis.edu/olrm/index.cfm?doc=DRO>).

PR Query

Clicking on the **PR Query** button accesses the **Requisition Lookup** screen, where you can search for information on selected PR documents. You can see the status of the PR, the assigned buyer (if there is one), and whether a **Purchase Order** has been released against it. You can also see if the PR has been canceled (via a **Cancel Requisition** document), and the details of the cancellation. Through various inquiry screens, you can view item information, accounting information, and equipment information. You can also open the actual PR document by double-clicking on the document number.



Purchase Requisition Lookup

Search Criteria

PR Number:

COA/Organization: Sole Source Id:

Order Type: **All**

Initiator ID:

Buyer Assigned/Buyer ID: **Yes**

PR Date/Status: **All**

Tech Contact:

PO Issued: **All**

Other Searches

Search

Clear

Search Results

PR Number	COA/Org	Sole Source Id	Order Type	Initiator ID Buyer ID	PR Date	PR Status	Tech Contact	PO Issued

Return Open Document Close

You can locate the desired **Requisition** using any combination of the fields on the screen. Note that the default value for the **Buyer Assigned** field is **Yes**. If you want to search for a **Requisition** that has not yet had a buyer assigned, or you are not sure, you should reset this indicator to **All**.

Once you have entered criteria for one or more valid **Requisition(s)**, and click **Search**, the results will be displayed. More information about the desired PR can be found by clicking on the button to the right of the line. This opens the **Requisition Inquiry** screen.



Purchase Requisition Inquiry

Document Num: **01 000076787** Requisition Type: **S Specific Purchase** Sole Source Id:

PR Initiator ID: **LIASCOTT** Recycled Prod: **Yes**

Status: **C** Buyer ID: **MERRILY** Cancel Doc Num: **01 000076802**

PR Date: **06/05/1998** PR Amount: **3,367.58** Cancel Date:

PO Needed Date: **07/15/1998** PO Released: **Y** Cancel Initiator:

Description: **COMPUTERS FOR NEW EMPL** Explanation: **COMPUTERS FOR BILL** Cancel Reason:

Suggested Vendors

1 Vendor: 0000000001	Address: 555 Sacramento St.	Contact Name: Alex Matsis
Vendor Name: INSIGHT DIRECT	City: Davis	Phone Num: 916-757-8729
Phone Num: 916-555-5555	State: CA Zip: 95616	Fax Num: 916-726-4987
Fax Num: 916-726-4987	Cust: <input type="text"/>	E-mail: insight.com
		Web Site: http://www-matmgr.u

COA/Org: **T DANI** Shipping: Attention: **Lia Scott** Invoice: Attention: **Kristine Carpenter**

Bus. Contact: **Kristine Carpenter** Address: **H.I. Institute** Address: **H.I. Institute**

Bus. Phone Num: **757-3005** City: **5282 Palfrey Court** City: **5282 Palfrey Court**


Tech. Contact: **DAVE DICKSON** City: **Davis** City: **Davis**


Tech. Phone Num: **757-3005** State: **CA** Zip: **95616** State: **CA** Zip: **95616**

Items Equipment Accounting Close

The **Requisition Inquiry** screen displays the information seen on the first screen of the **Requisition** document. Additional detail can be viewed by clicking any of the buttons on the bottom of the screen.

PO Query

Clicking on the  button accesses the **Purchase Order Lookup** screen which allows you to search for information about selected PO documents. You can check the status of the PO and view any associated **Change Order** information. Through various inquiry screens, you can view details of the order. You can also view the actual PO or PR document by double-clicking on the corresponding document number.

All records that match the criteria cited on the **Purchase Order Lookup** screen are shown. At the end of each line there is a  button which takes you to the **Purchase Order Inquiry** for the selected PO.


This screen displays the information seen on the first screen of the **Purchase Order** document. Additional detail can be viewed by clicking any of the buttons on the bottom of this screen.

Agreement Lookup

The **Agreement Lookup** screen is used to query agreement information by specified search criteria. It can be accessed by clicking the **Agreement Lookup** button or by double-clicking an empty **Agreement Number** field in a purchasing document.

The screenshot shows the 'Agreement Lookup' window. It has a 'Search Criteria' section with fields for Agreement Number, Vendor Number, Vendor Name, Agreement Type, and Order Type. To the right are 'Other Searches' with 'Search' and 'Clear' buttons. Below is a 'Search Results' table with columns for Agreement Number, Vendor Num, Vendor Name, Begin Date, End Date, Agree type, Order type, and More. At the bottom are 'Return', 'Agreement/Comm', 'Agreement/Org', and 'Close' buttons.

Agreement Number	Vendor Num	Vendor Name	Begin Date	End Date	Agree type	Order type	More
UCD970455	000000014	A. ABELE	09/01/1997	08/30/2001	D3	D3	
PURC400	000000002	ACE OFFICE SUPPLY INC	01/01/1997	01/01/1999	PP	M3	
PURC100	000000002	ACE OFFICE SUPPLY INC	01/01/1997	01/01/2002	PP	M3	
UCD970421	000000002	ACE OFFICE SUPPLY INC	07/01/1997	06/30/2001	D3	D3	
UCD970420	000000002	ACE OFFICE SUPPLY INC	07/01/1997	06/30/2001	D3	D3	
UCD970431	000000002	ACE OFFICE SUPPLY INC	07/01/1997	06/30/2001	D3	D3	
UCD970441	000000002	ACE OFFICE SUPPLY INC	07/01/1997	06/30/2001	D3	BL	
UCD970430	000000017	B. BAKER	07/01/1997	06/30/2001	D3	D3	
UCD970447	000000080	BAXTER HEALTHCARE CORP	07/01/1997	06/30/2001	D3	D3	
M300065	000000008	CULLIGAN WATER	01/05/1998	12/31/2009	L3	M3	
M300051	000000157	PALM COURT HOTEL	01/05/1995	12/31/2009	L3	M3	
M300045	000000337	SUTTER BUTTES SPRING WATER COMPANY	01/05/1995	12/31/2009	L3	M3	

Detailed information concerning a specific agreement can be obtained by clicking the  button. This takes you to the **Agreement Inquiry** screen for the selected agreement.

The screenshot shows the 'Agreement Inquiry' window for agreement M300045. It displays various fields including Agreement Num, Vendor, Price Ref Desc, FOB, Discount Terms, Additional Terms, Agreement Type, Order Type, Carrier, Short Desc, Begin Date, End Date, Not to Exceed Amount, Ordered to Date, Amount per P.O., and Document Num. Below this is a table of commodities and their descriptions, along with COA and Organization information.

Commodity	Description	COA	Organization
0869X-NTX	RENTAL, MISC, 31 DAYS, NO WRITTEN AGREEMENT,	**	ALL
68193	DRINKING WATER, INCL BOTTLED		

This screen provides details about the agreement, including the commodities that can be used and the organization(s) that can use the agreement. The terms that appear in the header of this screen (e.g. **FOB**, **Discount Terms**) will be filled in on the DPO when this agreement is entered on the document. These terms cannot be modified on the DPO.

Commodity Lookup

The **Commodity Lookup** screen is used to query commodity information by specified search criteria. It can be accessed by clicking the **Commodity Lookup** button on the **Purchasing Functions** screen or by double-clicking an empty **Commodity Code** field in a purchasing document.

The screenshot shows the 'Commodity Lookup' window with the following sections:

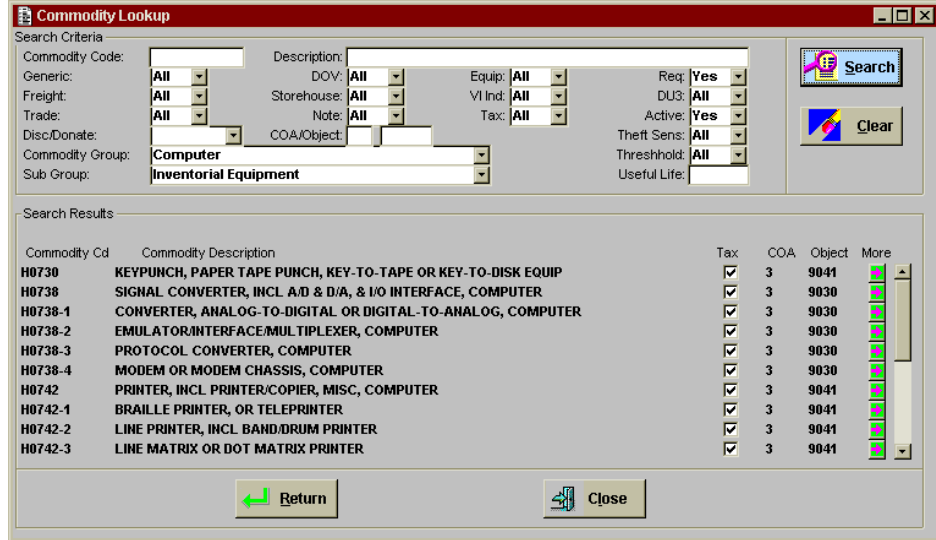
- Search Criteria:**
 - Commodity Code: [Text Field]
 - Description: [Text Field]
 - Generic: All (dropdown)
 - DOV: All (dropdown)
 - Equip: All (dropdown)
 - Req: Yes (dropdown)
 - Freight: All (dropdown)
 - Storehouse: All (dropdown)
 - VI Ind: All (dropdown)
 - DUS: All (dropdown)
 - Trade: All (dropdown)
 - Note: All (dropdown)
 - Tax: All (dropdown)
 - Active: Yes (dropdown)
 - Disc/Donate: [Text Field]
 - COA/Object: [Text Field]
 - Theft Sens: All (dropdown)
 - Commodity Group: [Dropdown]
 - Sub Group: [Dropdown]
 - Threshold: All (dropdown)
 - Useful Life: [Text Field]
- Search Results:**
 - Table with columns: Commodity Cd, Commodity Description, Tax, COA, Object, More.
 - Buttons: Search, Clear, Return, Close.

Text field search criteria include **Commodity Code**, **Description**, and **Object**. In addition to the text fields, there are **Commodity Group** and **Sub Group** to help with your search. You may narrow the search results further by selecting a value on the pick lists for each of the indicators found on the search screen. Changing the value on these indicators, as appropriate for the desired result, is highly recommended to ensure that you only return commodities that can be used on the type of document/transaction that you are processing. The table on the next page describes the function of each of these commodity code table indicators.

COMMODITY CODE TABLE INDICATORS

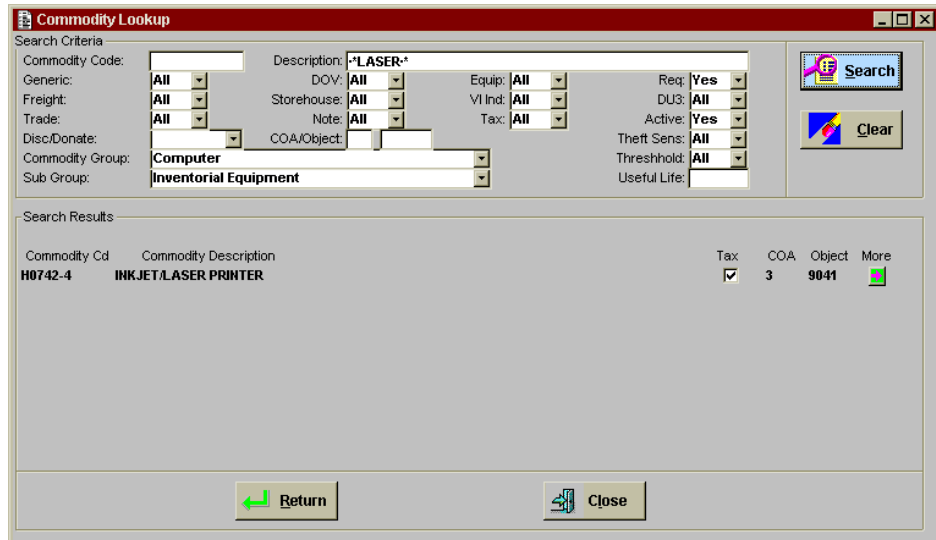
Name	Selecting "Yes" Returns:
Active	Commodity codes that are currently active in DaFIS.
DU3	Commodity codes allowed on a "U3" (published materials) order type of DPO.
DOV	Commodity codes allowed on an "OV" (low value open vendor purchase) order type of DPO.
Disc/Donate	Commodity codes used to represent a discount (disc) or a rebate (donate). A negative unit price must be entered for all discount commodities. Only a zero dollar unit price is allowed for a rebate commodity.
Equip	Commodity codes for inventorial equipment. If you indicate an equipment commodity code on your purchasing document, you will be required to enter information on the Equipment Certification screen
Freight	Commodity codes used for freight charges.
Generic	Commodity codes that can be used as a generic code (e.g. office supplies). These codes are acceptable in cases when specific detail is not needed.
Note	Commodity codes that have been designated for supplemental description information or item notes. (Quantity, unit of measure, unit price, and an accounting distribution will not be required for these commodities).
Req	Commodity codes that can be used on a Requisition (PR) document. Note: this indicator defaults to Yes . Since some commodity codes cannot be used on a PR, be sure to change it as necessary.
Tax	Commodity codes that will automatically calculate tax.
Threshold	Commodity codes to which the equipment threshold will apply. If a supply commodity (beginning with a numeric character) has this indicator set, you will be required to change it to an equipment commodity (beginning with an alpha character) if you exceed the equipment threshold.
Trade	Commodity codes that have been designed to represent a trade-in. A negative unit price must be entered for these commodities.
VI Ind	Commodity codes that can be added to a Vendor Invoice (VI) document.


A sample search for a laser printer might begin by selecting **Computer** in the **Commodity Group** field, and **Inventorial Equipment** (if the value is at or above the equipment threshold) in the **Sub Group** field. If these were the only criteria entered, your search results would look like this:

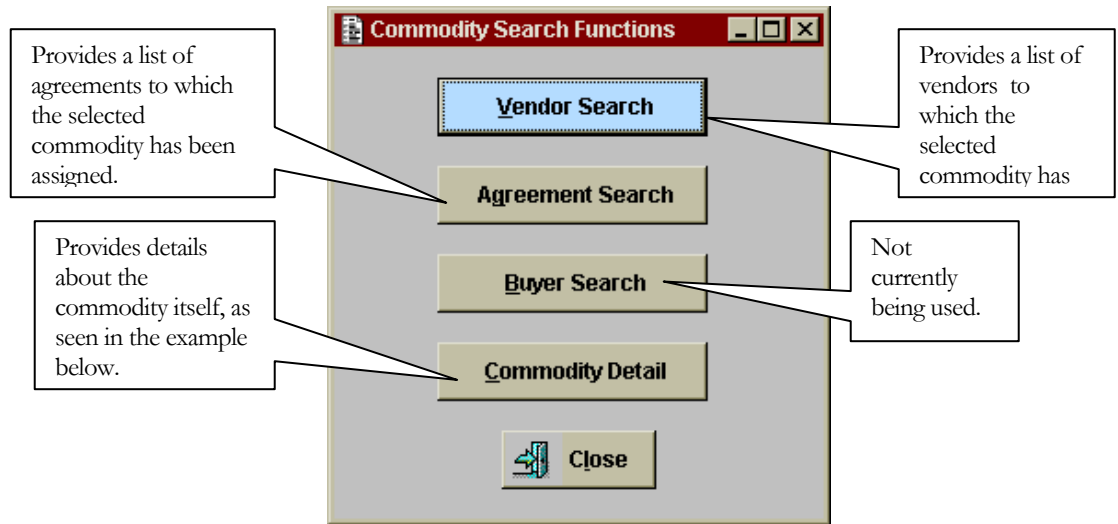


A search for this item by description only would return a similarly long list.

To narrow this search further, set the **Equipment Indicator** to **Yes** and add a partial description: e.g. ***LASER***. As seen in the results below, this additional information narrows the search a great deal:



Once you have located the desired commodity on the search screen, you can obtain additional detail on the item by clicking the  button. Clicking this button will access the **Commodity Search Functions** screen.



The screenshot shows a window titled "Commodity Code Inquiry" with the following information:

Commodity Code: **H0742-4**
 Description: **INKJET/LASER PRINTER**

Requisition Indicator:	Yes	VI Indicator:	No
Generic Indicator:	No	Active Indicator:	Yes
DOV Indicator:	No	Theft Sensitive Indicator:	No
DU3 Indicator:	No	Threshold Indicator:	No
Equipment Indicator:	Yes		
Freight Indicator:	No		
Storehouse Indicator:	No		
Notes Indicator:	No		
Discount/Donation:	None		
Trade-in Indicator:	No		
Tax Indicator:	Yes		
COA/Object:	3 /9041		

Useful Life: **5**
 Commodity Group: **Computer**
 Commodity Sub Group: **Inventorial Equipment**

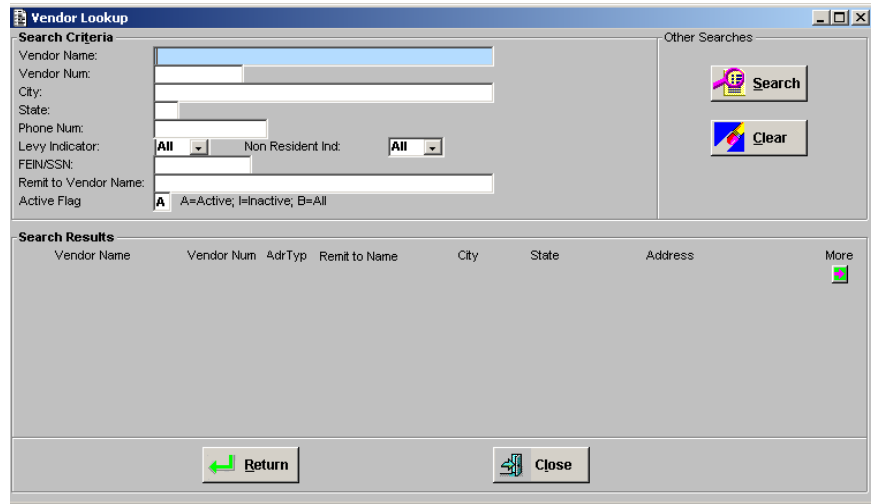
Close


Here you see many of the values that appear as indicators on the search screen. This information is maintained by the Purchasing department.

Vendor Lookup

The **Vendor Lookup** screen is used to search for vendor information. It can be accessed by clicking the **Vendor Lookup** button or by double-clicking an empty **Vendor Number** field in a purchasing document.

If you cannot locate the vendor by Vendor Name, try locating it using the Remit To Vendor name.



Use any combination of the available criteria to locate the desired vendor(s). The **Vendor Lookup** results only display basic information about the vendors returned. Additional details are available on the **Vendor Inquiry** screen accessed by clicking the  button.



This screen provides basic details about the vendor, such as their address or contact information. Additional screens of information can be accessed by clicking the buttons on the right side of the **Vendor Inquiry** screen.

INSURANCE

goes to the **Vendor Insurance Inquiry** screen which provides a list of insurance certificates that have been submitted and are on file for the selected vendor.

COMMODITY

goes to the **Vendor Commodity Inquiry** screen which provides a list of commodity codes that have been identified for the selected vendor (only available for some vendors).

Purchasing Query goes to the **Purchasing Functions** screen. (Note: the **Purchasing Functions** screen cannot be accessed from here if you got to this screen *from* the **Purchasing Functions** screen.)

AP Query goes to the **Accounts Payable Lookup** screen.

Sole Source Lookup

Clicking on the **Sole Source Lookup** button opens the **Sole Source Lookup** screen. This screen gives information on the status of sole source documents. The Purchasing department is the primary user of this screen. Any questions about the use of this lookup screen should be directed to the Purchasing department.

DECISION SUPPORT QUERIES

In addition to the purchasing inquiries in Transaction Processing, there are several useful queries in Decision Support. These include:

- **Agreement Lookup (34)** – Use this query to get a list of all the agreements your organization can use. You can get a list of agreements specific to your organization by entering your **Organization Code**, or check the **Show Campuswide Agreements** checkbox to see *all* agreements your organization can use.
- **Commodities by Organization (164)** – This query returns a list of the commodity codes and descriptions used on past purchase orders. Some users find it helpful to print the results of this query, and use it as a resource when placing future orders.
- **Commodity Lookup (43)** – This query can be used as an alternative to the **Commodity Lookup** in TP. It offers the same search capabilities and fields, such as **Commodity Name**, and the various indicators, such as the **Equipment Indicator** and the **Freight Indicator**, and the results can easily be printed for future reference.
- **Open Purchasing Orders (138)** – Running this query periodically can help ensure that your purchase orders have been properly closed or canceled as necessary and that any outstanding liens have been removed from your accounts. You can use the results of this query to process **Cancel/Close Departmental Purchase Order** documents, or to contact Purchasing to request the closing or cancellation of a **Purchase Order**.
- **Purchasing System Documents Log (27)** – This query gives you information on all the purchasing documents initiated by your organization for a given time period. The results of this query include **PO Total Amount**, **Paid-to-Date Amount**, and **Order Status**.
- **Vendor Lookup (30)** – This query mirrors the **Vendor Lookup** in TP, but with the additional capability of printing. Again, the printed results can be a good reference when placing future purchase orders.

APPENDIX A- COMMODITY CODE LOGIC

SUPPLY CODE	EQUIP CODE	
0xxxx	Axxxx	Room- Environment Control, and Service Charges
05###		Room environment control, and temporary shelters and partitions, including air conditioners, fans, heaters, and greenhouses
08###		Services, charges, deposits, shipping, rentals, and maintenance
08030		Building maintenance and repairs
08041		Pool maintenance
08050		Grounds/lawn maintenance
08055		Pest control
08080		Custodial
08220		Equipment maintenance, miscellaneous
08221		Computer maintenance, microcomputer/PC
08221-01		Computer maintenance, mainframe
08228		Vehicle maintenance, miscellaneous
08228-01		Vehicle maintenance, body repair
08230		Computer software maintenance

1xxxx	Bxxxx	<p>Primary Materials Shapeless, used in bulk, and ,which assume the shape of the container in which they are placed--materials are usually in liquid, gaseous, lump, or powder form <i>Or</i> In a form that requires a change in at least one characteristic before it can be put to its final use. This change of characteristic may be insignificant, as in the cutting of a rod or application of paint, or it may involve the complete transformation of an item, such as the melting of an ingot.</p>
10###		Electrical wire, cord, and cable
11###		Surface preparation, treatment, and finishing materials, including sandpaper, polishes, and paint
12###		Lubricants, fuels, and soldering, brazing, and welding materials, including oils and solvents
13###		Adhesives, fillers, and sealants, including their thinners and hardeners; adhesive tapes, other than surgical; insulation; gases, including industrial, medical, and specialty; specialty paper for packaging and art, including cardboard; plastic wrap.
14###		Metallic-ferrous materials, including pipe, raceways, rods, channels, wire, bars, and sheets
15###		Metallic-non-ferrous materials, including pipe, raceways, rods, channels, wire, bars, and sheets
16###		Chains
17###		Rubber and plastic materials, including tubing, strips, sheets, and molded types
18###		Fibrous materials, including ,wood, roofing, twine, rope, and leather
19###		Primary materials other than above, including glass tubing and rods, cement, plaster, and asbestos

SUPPLY CODE	EQUIP CODE	
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2xxxx	Cxxxx	General Purpose Commodities for Structural, Mechanical Movement, Hydraulic, and Pneumatic Purposes
20/21		Fasteners, general purpose, including nails, screws, and bolts
22###		Hardware and structural elements for building and furnishing, including doors and door accessories, sinks and toilets, bricks and tiles, and ladders
23###		Suspension, hoisting, and anti-vibration items, including springs
24###		Suspension, hoisting, and anti-vibration items, including springs
25###		Drives and their accessories, including shafts, belts, pulleys, gears, clutches, and motors
26###		Hydraulic/pneumatic devices, power generation and conditioning, including pumps and filters
27###		Hydraulic/pneumatic devices, controlling and sealing, including valves and regulators
28###		Hydraulic/pneumatic distribution devices -ferrous, including pipe and tube fittings
29###		Hydraulic/pneumatic distribution devices -non-ferrous, including PVC pipe fittings, and garden hoses

3xxxx	Dxxxx	General Purpose Commodities for Electrical and Electronic Purposes, and Manufacturing/Repair Tools or Equipment
30###		Electrical/electronic energy storage, generation and induction devices, including batteries, generators, coils, transformers, rectifiers, and photocells
31###		Electrical/electronic conversion devices, including resistors, capacitors, electron tubes, semi-conductors, and integrated circuits
32###		Electrical/electronic energy conversion devices, to light, sound, or mechanical, including bulbs and lamps, power supplies, amplifiers, signal processors, magnets, and surge protectors
33###		Electrical/electronic energy distribution (current carrying) and control devices, including cords, circuit hardware, switches, and controls
34###		Electrical/electronic energy protection and non-current carrying hardware, including fuses, circuit breakers, wire-mold fittings, enclosures, wall plates, and insulating kits
35###		Perishable tools, including saw blades and drill bits
36###		Hand tools, non-powered, including scissors, box cutters, hammers, and screwdrivers
37###		Hand tools, powered by electricity, gasoline, fluid, and cartridges
38###		General purpose tools and equipment other than hand tools, including battery chargers and paper shredders

4xxxx	Exxxx	Laboratory Equipment and Supplies, and Measuring Devices Specific purpose equipment and supplies for laboratories, and measuring and recording instruments
	E6730-7	Gene assembler (PCR Thermal cycler)
	E8400	Spectrophotometer
40###		Chemicals, non-reagent grade, inorganic

SUPPLY CODE	EQUIP CODE	
41###		Chemicals, non-reagent grade, organic
42###		Chemicals, reagent grade, inorganic
43###		Chemicals, reagent grade, organic; or stains, dyes, fixatives & indicating fluids, biochemicals, diagnostic reagents, radio-chemicals, liquid scintillation compounds, and chemical accessories
44###		Laboratory glass,-are or ceramics
45###		Laboratory plasticware or furniture
46###		Laboratory Supplies and equipment other than other categories, including storage, supports, filters, tools, microscopes, positioners, heating & cooling units, processors
47###		Laboratory equipment, including nuclear/radiation apparatus, transducers, transmitters, control units, probes, sensors, plasma physics instrumentation, microwave test equipment, telemetry instrumentation, analysis apparatus, and automotive analysis
48###		Equipment and supplies for measuring, indicating, recording, calibrating, and testing, other than for medical, ophthalmic or dental, including oscilloscopes, scales, gauges, meters, clocks
49###		Equipment and supplies for measuring, indicating, recording, calibrating, and testing, other than for medical, ophthalmic or dental, including oscilloscopes, scales, gauges, meters, clocks

5xxxx	Fxxxx	Medical Equipment and Supplies Including surgical, dental, ophthalmic, and veterinary
51###		Non-prescription drugs
52###		Prescription drugs, other than solutions
53###		Prescription drugs, solutions; and pharmacology equipment
54###		Medical tools for marking, examining, treatment, depressing, dilating, and retracting
55###		Medical tools for probing, punching, drilling, screwing, puncturing, injecting, cauterizing, and fastening, including needles and syringes
56###		Medical tools for grinding, fili.g, bending, scraping, sawing, cutting, holding, gripping; and therapy/therapeutic equipment and supplies; and 'Instrument sets
57###		Patient care, orthopedics, and dental supplies and equipment, including bedside supplies, bandages, catheters, slings, and crutches
58###		Medical furniture, training equipment, wearing apparel, mortician equipment, stimulating and regulating equipment (including pacemakers and hearing aids), and x-ray units
59###		Medical analgesia and anesthesia apparatus, oxygen & respiration apparatus, aspirators, suction apparatus, life support equipment, blood collection equipment, organ preservation equipment, electrodes, and ultrasonic, electron, cryo-, and pneumatic surgical units, including lasers

6xxxx	Gxxxx	Agricultural, Horticultural, Building and Road Construction, Housekeeping/janitorial, and Food/Food Service Equipment and Supplies
60###		Agricultural chemicals, seed, mulch, supports, containers, identifiers, and non-chemical pest control

SUPPLY CODE	EQUIP CODE	
61###		Agricultural machinery, livestock, livestock items, and lawn and grounds care equipment
62###		Building and construction equipment and supplies, including explosives
63###		Housekeeping/janitorial equipment and supplies, including cleaners, chemicals, tools, brushes (including paint brushes), pails, garbage cans
64###		Household furniture
65###		Household soft furnishings, including yardage, towels, mattresses, curtains, and carpets
66###		Personal hygiene and toiletries, including grooming aids, physical assistance items, and luggage
67###		Food (for humans); and food processing and food service equipment and supplies

7xxxx	Hxxxx	Office, Printing, Photography, Communications, Audio-Visual, and Library Equipment and Supplies Including music, art, and instructional aids
	H07630	Computer, mini or mainframe
70###		Institutional furniture, including chairs, desks, filing cabinets, and wastebaskets; and office machines, including computers and copiers
71###		Paper supplies for business, including cards, blank books, forms, envelopes, and folders
72###		Office supplies other than paper, including pens, ribbons, punches, staplers, and reproduction supplies
73###		Photographic equipment and supplies, including cameras, projectors, developers, and film; and magnetic media including diskettes and data cartridges
74###		Communications, audio-visual, and theatrical equipment and supplies, including fax machines, transcribers, telephones, pages, tape recorders, televisions, VCRs
75###		Collectable items, including works of art, letters, antiques; and publications, including books, periodicals, newspapers, and maps
76###		Musical instruments and sheet music
77###		Software, computerized information
7700X		Software no license
7702X		Software, with license
79###		Art supplies other than brushes and paper; and instructional training aids, including models, globes, assessment aids, and curriculum materials

8xxxx	Jxxxx	Transportation, Material Handling, and Packaging and Storage Equipment and Supplies
80###		Transportation equipment, land based, not self-propelled, including bicycles, wagons, and trailers
82###		Transportation equipment, land based, primarily for carrying personnel, including motorcycles, cars, vans, buses
83###		Transportation equipment, land based, primarily for carrying cargo, including trucks
85###		Transportation equipment, waterborne or airborne
86###		Remotely operated vehicles
87###		Material handling equipment, including hoisting, lifting, winching, pulling, pushing, and conveying

SUPPLY CODE	EQUIP CODE	
89###		Packaging equipment and supplies (other than medical), including bags, boxes, bottles, sprayers, closures, and packaging equipment; and storage units, including tanks and shelving
9xxxx	Kxxxx	Athletic & Recreation Equipment, Security/Safety Equipment, and Oceanographic Equipment
90###		Athletics, sports, and recreational games
92###		Security equipment and supplies, including cash and ticket disbursement/collection
93###		Personal safety items, including protective clothing other than medical, and hazard indicators
96###		Bomb and fire fighting equipment other than powered vehicles
98		Aquariums, fishing, and oceanographic equipment other than included in "48

<http://dafis.ucdavis.edu/help/whatisit/commodity.cfm>

EXAMPLES OF SPECIAL CODES

FREIGHT	FREIGHT CHARGE
FREIGHTU3	FREIGHT CHARGE, DU3 ONLY
HANDLING	HANDLING GOODS
MSDS	SEND LATEST MSDS W/SHIPMENT FOR EACH ITEM ORDERED
NOTES	NOTES FIELD, 2000 CHARACTERS
PACKAGING	PACKAGING CHARGES
PARTS	PARTS CHARGES ON DRO
REBATE1	REBATE, FOR EQUIPMENT (EQUIPMENT OR CREDIT)
REBATE2	REBATE, CREDIT TOWARD EQUIPMENT PURCHASE (ON ACCOUNT)
REBATE3	REBATE FOR SUPPLY (MATERIAL OR CREDIT)
REBATE4	CASH REBATE FOR FUTURE PURCHASES
REBATE5	OFFSET TO CASH REBATE FOR FUTURE PURCHASES
RESTOCK	RESTOCK FEE
RECYCLETAX	STATE RECYCLING TAX/FEE
TRADEEQ	TRADEIN- EQUIPMENT
TRADESU	TRADE-IN SUPPLIES
SURPLUSEQ	SURPLUS PROPERTY, EQUIPMENT
SURPLUSSU	SURPLUS PROPERTY, SUPPLY

APPENDIX B – PURCHASING GLOSSARY

Account Code	The account code is made up of two required elements: chart of accounts and account.
Acknowledgment	A form used by the vendor to advise a purchaser that an order has been received, which usually implies that it has been accepted.
Agreement	A contract duly executed and legally binding as affected by applicable rules of law. The University engages in two types of agreements. The first is a Commodity Agreement. This is a primary source agreement established as a result of competitive quotations for goods or services during a period of time at firm prices. Commodity agreements are mandatory and must be utilized. The second is a Price Schedule. These are agreements designated as optional for supply of goods or services to the University. Such agreements are non-mandatory and are not to be used in lieu of securing competition.
Agreement Type	A code used to identify a type of agreement (Planned Purchasing Program, Blanket, Local Area, etc.).
Back Order	That portion of an order which the vendor cannot deliver on schedule and which has been re-entered for shipment when available.
Blanket Order	(See Vendor Blanket Order)
Carrier	A company engaged in the business of transporting goods. All carriers must be licensed and insured in order to perform Inter and Intra State Commerce activities.
Change Order	An amendment issued to an original purchase order.
Commodity	An article of trade, moveable article of value, something that is bought or sold; any moveable or tangible thing that is produced or used as the subject of barter or sale.
Commodity Code	A specific number used to identify a commodity. The University is utilizing "CalCode" logic for standardization, classification, and coding purposes in DAFIS.
Confirming Order	An unauthorized commitment placed verbally or otherwise for goods or services prior to the formal issuance of a purchase document against authorized encumbered funds.
Departmental Purchase Order	The purchaser's document (legal tender) used by departments to formalize a purchase transaction with a vendor for supply items or authorized services.
Departmental Repair Order	The purchaser's document (legal tender) used by departments to formalize a purchase transaction with a vendor for repairs.
Emergency	Any situation that requires immediate action or the placing of a purchase order because of critical equipment failure, public safety incidents, catastrophic events that pose a threat to life and/or property or significantly increase the risk exposure of the University.
Equipment	Any item which is an entity unto itself (free standing), capable of being repaired, having a value of \$5000 or more, and a normal life expectancy of one year or more.
Expedite	To hasten or assure delivery of goods purchased in accordance with a time schedule, usually with the purchaser contacting the vendor.

F.O.B.	(Free on Board) The term means the seller is required to place goods aboard the equipment of the transporting carrier without cost to the buyer. The term 'F.O.B.' must be qualified by a location, such as shipping point, destination, name of city, etc. The stated F.O.B. point is usually the location where title to the goods passes from the seller to the buyer. The buyer is liable for such charges and risks after passing of title.
Independent Consultant	An independent consultant is an individual or organization outside the university of proven professional and technical competence who provides primarily technical or professional advice to the university in an independent contractor relationship. The end product is usually a written or oral report, study, design, or set of recommendations. Consultants are vendors who provide professional services over which the University has neither the right to control the manner of performance nor the results of the service. No purchasing action is required with consultants. These services should be obtained on an Independent Consultant Agreement form through the Business Contracts Office (UCD P&PM 380-70).
Independent Contractor	An independent contractor relationship is a relationship in which the university controls only the results of the service, not the manner of its performance. Independent contractor requests are processed on a Requisition in DaFIS after the Independent Contractor (Individual) Pre-Hire Determination Worksheet has been completed by the requesting department and approved by Human Resources.
Lead Time	The period of time from the date that goods or services are requisitioned to the time when goods are delivered.
Local Area campus agreements (M3)	A campus-wide fixed price agreements. Orders are issued against these agreements by opening a DPO document. Reference the agreement number in the DPO document to bring forward agreement information.
Maintenance agreements, fixed price:	A fixed price contract for specified equipment, for specified time period with payments made monthly, quarterly, or annually. These contracts are initiated by <u>specific</u> requisitions documents. Departments are to supply equipment model number, serial number and contract time period in the description field.
Maintenance agreements, open order:	An open order agreement for specified equipment, for specified time period, but for service and parts to be ordered on a time and materials basis. Departments are to supply equipment model number, serial number and contract time period in the description field. These agreements are initiated by the <u>blanket</u> requisition document.
Order Type	A specific two-character code used to identify a type of order (i.e., purchase delegation). Examples include: "M3" (formally D-M3) for orders placed against a Planned Purchasing Program agreement; "D3" for orders placed against a blanket agreement; "OV" (formally D-OV) for orders using the open-vendor purchase delegation; "U3" (formally D-U3) for purchases of published publications; and "RO" (formally D-RO) for repair orders.
Payment Terms	Allowance or deduction granted by the seller to the buyer, when payment is made to an invoice within a specific period of time. For example, 2%-20, means the seller is granting a 2 percent discount off the total invoiced amount if payment is made within 20 days.

Planned purchasing agreements	Fixed price agreements established for use by the University system. Some of these agreements are delegated for use by departments and are then known as M3 agreements. Orders are issued against these agreements by opening a DPO document.
Prepaid	A term used to signify that transportation charges will be paid at the point of shipment.
Purchase Order	The purchaser's document (legal tender) used by the Purchasing Department to formalize a purchase transaction with a vendor.
Requisition	Document used by departments to request the Purchasing Department to purchase goods or service from vendors.
Request for Information	A request to multiple vendors for information on a project or purchase that the University may or may not result in a contract, depending on the results of the RFI. Based on the findings, a request for quotation or proposal may be issued. The basis for award is not included in this document.
Request for Proposal	This is similar to a Request for Quotation. However, the formal document includes a statement of work describing the required end result. The RFP asks for a product and/or service proposal that satisfies the University's statement of work and a cost proposal. The basis for the award, specific and general terms and conditions is included.
Request for Quotation	A request for price, delivery, F.O.B. point, and invoice terms for specific items or services. The basis for award is included, along with specific terms and conditions. An RFQ may be formatted as a formal bid, a telephone quote, or fax document.
Responsible Bidder	A bidder whose reputation, qualifications, past performance, and business and financial capabilities are such that he/she would be judged by the appropriate University authority to be capable of satisfactory performance for a specific contract.
Responsive Bidder	A bidder who can meet the requirements and terms and conditions of the bid, and whose bid does not vary from the specifications and terms set out by the University in requests for quotation or proposal.
Service agreements	An open order agreement for specified services to be delivered as needed, during a designated time period. Initiated by <u>blanket</u> requisition document. Departments are to supply details of required services in the description field. Orders are issued against these agreements by processing a DPO document.
Specifications	A detailed description of performance and/or technical requirements the purchaser requires and, consequently, what a bidder must offer to be considered for an award.
Standing orders	Order placed for supplies for fixed quantities to be delivered at specified times over a period of time. The vendor automatically ships orders. These orders are initiated by <u>specific</u> requisition documents. Departments are to supply detailed product information for each individual item in the description field.
Supply contracts	An open order, fixed price/discount agreement for specified products to be delivered as needed, during a designated time period. Initiated by the <u>blanket</u> requisition document. Departments are to supply details of required products in the description field. Release orders are issued against these agreements by opening a DPO document.
Vendor	An individual, partnership, or corporation that sells something or charges for a service.

Vendor Blanket Order A purchase agreement in which the purchaser contracts with a vendor to provide the purchaser's requirements for item(s) and/or service(s), on an as-required frequent basis. Such arrangements set a limit on the period of time they are to be valid, the maximum dollar limits, and specific and general terms and conditions of the agreement.

Sources: Purchasing Handbook, George W. Aijian, McGraw-Hill, 1966
State and Local Government Purchasing, Council on State Governments, 1975
<http://dafis.ucdavis.edu/help/whatisit/glossary.cfm>

APPENDIX C - CONTRACTING AUTHORITY, GENERAL AGREEMENTS, TRAVEL AGREEMENTS

CONTRACTING AUTHORITY CAMPUS DELEGATIONS

Unit Name	Policy	Items/Services Covered
Materiel Management: Business Contracts	Bus 34, P& P 330-05, 380-70, 210-05 & 340-09	<ul style="list-style-type: none"> • Consultants unrelated to research grants or faculty service agreements processed through OVCR • Non-UCDHS affiliation agreements • Professional Services agreements (e.g. lawyers, engineers, CPA's, executive search firms) • Marketing of University services • UCD Extension (UNEX) agreements for instructors • UC Extension agreements revenue generated • Sale of products produced or manufactured by UC Davis departments (Seeds, plants, iodine, horses, etc.) • Grower agreements • Sports agreements other than the purchase of goods and services for athletic units • Student recruitment agreements • Sale of animals and animal byproducts • Licenses and rights agreements other than software, that are unrelated to research grants or faculty service agreements (licensing of photos, video productions, etc.), excluding rights-of way, easements, and ATM machine and cellular licenses • Broadcast permits and film participation • Boarding, loan, lease and special use agreements relating to animals, including horses • Faculty, staff and student appointments at other institutions and UC Davis that are not IPA agreements • Lease by others of UC Davis personal property • Performer agreements (music, dance, lecturers, etc.) • Utility agreements for the entire UC Davis campus including UCDHS (gas, electric power, sewer, UCD campus - telecommunications, etc.) • Vet Med faculty consulting agreements • Legal issues associated with management of Digital Millennium Copyright Act issues (faculty, staff and students downloading property through the UC Davis network without permission or required payment) • Work Study agreements • Royalties other than copyright • Land use permits and agreements (individual's or company's land or facilities for faculty research, etc.), of less than one year, but does not include hotel or facility use permits for conference rooms, etc. • Non-disclosure and confidentiality agreements except those related to research grants or faculty services (processed by OR), or those related to purchase orders (issued by the Purchasing department) • Training agreements (non-academic affiliation) for University students and staff to study elsewhere or non-University individuals to study at UC Davis • Airport Storage Permits

Office Of Research, Sponsored Programs and Management and Planning	University Contracts and Grants Manual	<ul style="list-style-type: none"> • Revenue related, involve faculty for the purpose of research, public service and/or teaching • Affiliation subcontracts with or without revenue • Standard research related services with or without recharge rates provided by University departments to outside entities • Agreements associated with OVCR including organized research units except those involving real property leases and utilities • Reimbursement of expenses when affiliated with faculty research grants or service agreements • Independent consultant agreements when affiliated with a faculty service agreement • All copyright issues including distributions involving Regents-owned works, licenses for software developed at UC Davis and related confidentiality agreements will be processed by the Technology Transfer Office within OVCR • Licenses for items developed by UC Davis related to research grants or faculty service agreements • IPA (Intergovernmental Personnel Act) agreements
Office Of Resource Management and Planning Real Estate Services	Directive 04-032	<ul style="list-style-type: none"> • Off-campus leases with Regents as landlord • Off-campus leases with Regents as tenant • Ground leases • Easements, right-of-way • Agricultural leases • Cellular site licenses • ATM machine licenses
Architects and Engineers/ Operations and Maintenance	University Facilities Manual, P & P 360-30	<ul style="list-style-type: none"> • Construction projects, architectural design • Maintenance/repair on building systems • Building alterations
Material Management: Purchasing	Bus 43, Bus 77 P & P 350 (10-95)	<ul style="list-style-type: none"> • Specific order one-time purchase of supplies, services, equipment. • All UC System wide assigned strategic sourcing agreements for goods and services. • All UC Davis local area campus agreements for goods and services. • All departmental blanket type agreements for goods and services • All software licenses with outside vendors • All independent contractor agreements (includes training agreements), except those covered by OVCR – Research Agreements, and business contract's consultant and professional services agreements • All equipment, software, office trailer lease-purchase agreements • All maintenance agreements for equipment and software • Service agreements for laboratory analysis, farm labor, on-campus custodial services, testing, security, etc • Confidentially/disclosure agreements, but ONLY when directly associated with a purchase order (otherwise Business Contracts will process) • Transportation services including small craft aircraft, boat or ground transportation • Graphic design work/services • Hotel and other facility room rentals and/or facility use agreements (conference rooms, classrooms, museums, etc., of less than one year in duration) with or without catering and lodging, but does not include facility use permits for another individual's or company's land or facilities for faculty research, etc. • Software programming, software developer, web site development, system architect, project management and any clerical, accounting or facilities worker related services (qualified businesses, temporary help agencies and independent contractors) • Vendor credit applications • Storage facility agreements • DEA licenses for purchase of controlled substances • Permits for tax-free ethyl alcohol

AGREEMENT TYPES AND RELATED DOCUMENTS

AGREEMENT DESCRIPTION	DAFIS DOCUMENT	AGREEMENT TYPE	ORDER TYPE	CHART/ORGS	PURCHASING SOURCE DOCUMENT
Department blanket	DPO	D3	D3	Dept ORGs	PR/Blanket/PO/DPO
M3 local area mandatory and voluntary	DPO	L3 and L4	M3	All	Purchasing Dept. PR/ Blanket PO
M3 <u>Systemwide</u> Primary	DPO	PP	M3	All	Systemwide Vendor agreement
Systemwide Price Schedule-voluntary	Specific PR (unless delegated to Dept. as DPO)	PN	Specific, unless delegated to dept. or campus for DPO by chart and org.	All for campus delegation Dept ORGS for select dept delegation None if must be purchase through Purchasing Dept.	Depends on delegation PO/DPO

TRAVEL AGREEMENTS AND RELATED DOCUMENTS

AGREEMENT DESCRIPTION	DAFIS DOCUMENT	AGREEMENT TYPE	ORDER TYPE	CHART/ORGS	PURCHASING SOURCE DOCUMENT
Hotel Davis Local M3 - voluntary ¹	DPO	L3	M3	All	Purchasing PR/PO and/or Vendor agreement
Hotel systemwide price schedule -voluntary ¹	Travel expense voucher/travel credit card or DPO if accepted	PN	M3	ALL	Purchasing PR/PO and/or Vendor agreement
Rental cars - voluntary ¹	Travel expense voucher/travel credit card or DPO if accepted	PN	M3	ALL	Purchasing PR/PO and/or Vendor agreement
Air travel, except small plane charters.	Travel expense voucher/travel credit card	PN	M3	ALL	Purchasing PR/PO and/or Vendor agreement

APPENDIX D – PURCHASING 102 RESOURCES

Purchasing Decision Chart:

- Web Site: <http://purchasing.ucdavis.edu/help/purchdecision.cfm> (tool to determine whether or not your purchase needs to go through Purchasing)

Buyer Directory:

- Web Site: <http://purchasing.ucdavis.edu/about/teamassign.cfm> (information on what commodities buyers purchase)

Commodity Help:

- Web Site: <http://dafis.ucdavis.edu/help/whatisit/commodity.cfm> (includes list of commodities that will route to different workgroups before being approved—allow extra time for routing when using these commodities)

Emergency Order Criteria:

- Web Site: <http://purchasing.ucdavis.edu/geninfo/emergency.cfm>

Forms, including Independent Contractor Pre-Hire Worksheet, Cover Sheet for Requisition Attachments, Conflict of Interest Form:

- Web Site: <http://purchasing.ucdavis.edu/forms/>

Purchasing Policies:

- Web Site: <http://manuals.ucdavis.edu/>

Purchasing E-mail List:

- Web Site: <http://dafis.ucdavis.edu/userinfo/otherlists.cfm>

