UCI SCHOOL OF SOCIAL SCIENCES

PALCard TRAINING AND REVIEW
NOVEMBER 17-18, 2020

WELCOME

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AGENDA

- **WELCOME**

- **INTRODUCTION OF PROCUREMENT SERVICES PALCARD TEAM**

- **SOCIAL SCIENCES PURCHASING PROCEDURES**

- **DEPARTMENT PURCHASES VS BUSINESS OFFICE PURCHASES**

- **EMPLOYEE VS INDEPENDENT CONTRACTOR/CONSULTANT/PROFESSIONAL SERVICES**

- **PURCHASING AGREEMENT INTAKE FORM**

- **WHEN TO ONBOARD A VENDOR**

- **PALCard TEAM**

SOCIAL SCIENCES PURCHASING PROCEDURES

New Social Sciences Purchasing email address:

socscipurchasing@uci.edu

- All **Purchase Order Request** (POR) forms are to be sent to the Soc Sci Purchasing email address.

- In the subject line, please provide the following information: "**Department name**"–"**PI's last name**"–"**Vendor name**" (Department accounts, use Managers last name)

- **Ex: COGNITIVE SCIENCES-MEDNICK-AMAZON or ECONOMICS-COOK-OFFICE DEPOT**

- 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. For Rush Orders, please provide the following format in the subject line:
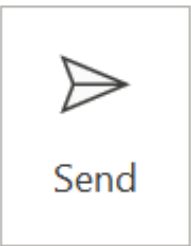
    [RUSH] DEPARTMENT Name- PI Last Name - Vendor Name.

- When emailing the POR form, please cc the department manager, and the PI and/or the requestor.

SOCIAL SCIENCES PURCHASE ORDER REQUEST FORM

The POR Form can be found on the Soc Sci website, under the Business Office webpage. Please use this form.

https://www.business.socsci.uci.edu/files/docs/2018/SocSci%20PO%20Form%20Official.pdf

quick links

PO Request Form

Submit	Reset

Social Sciences Purchase Order Request Form

Org. Reference ID: _____

Date: _____

Doc Number: _____

Department: _____

Project Code: _____

Person Requesting Order: _____

KFS Acct: _____ Old UC Acct/Fund: _____

Principal Investigator: _____

Account Mgr. Approval: _____

Office/Room: _____

Phone: _____

Suggested Vendor: _____

Contact: _____

Address: _____ Phone: _____

_____

Date Wanted: _____ Shipping Instructions: _____

*** URGENT ***   All packing slips must be submitted to the Purchasing Office, **Immediately!!!**

Detailed Justification of Purchase: _____

_____

Qty	Unit of Issue	Item and Description	Part, Model, or Catalog #	Unit Price	Total Cost
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
				Subtotal	$0.00

Authorization Signature: | Tax

X _____ Date: _____ | Shipping

| Total | $0.00 |

Purchasing Office Only:

Delivery Details: _____ **Confirmation#:** _____

08/2014

SOCIAL SCIENCES
PURCHASE ORDER REQUEST FORM

- **ORG REFERENCE ID** [optional]– This is used for keeping track of a certain type of order, such as, supplies, toner, books, etc. There are 10 characters in KFS.

- **PROJECT CODE** – Used according to your department budget. If a Project Code is not provided, we will leave it blank and the department will be responsible for the GEC (if needed) to include the Project Code.

- **DETAILED JUSTICIATION OF PURCHASE** – a FULL DETAILED BUSINESS EXPLANATION is required. "For Research" will not be sufficient.

SOCIAL SCIENCES
PURCHASE ORDER REQUEST FORM

- **QUANTITY ***

- **Unit of Issue** – PK, EA, Box, etc.

- **ITEM AND DESCRIPTION –** Do not use "See Attached"

- **PART, MODEL, OR CATALOG #**

- **UNIT PRICE ***

- **TOTAL COST ***

- **SUBTOTAL**

- **TAX** – OC sales tax is 7.75%. If the shipping address is outside of OC, the sales tax will reflect that location. The University is **NOT EXEMPTED** from sales tax.

- **SHIPPING**

- **Total**

- **Authorization Signature** – PI, Department Manager, or Director, depending on the requestor.

*The total cost and subtotal will not populate, if the qty and unit price are not included.

Qty	Unit of Issue	Item and Description	Part, Model, or Catalog #	Unit Price	Total Cost
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
					$0.00
				Subtotal	$0.00

Authorization Signature:

X _____ Date: _____

Tax	
Shipping	
Total	$0.00

Purchasing Office Only:

Delivery Details: _____   Confirmation#: _____

- **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 POR form sent to Soc Sci Purchasing.

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

  - Any purchase request sent to the Business Office Purchasing team, over $2,500 and/or purchases for furniture or unusual items, will be sent to the Director of Finance for approval, **prior** to purchase.

  - These approvals can be in the form of an attached email or by electronic signatures on the form.

- **Back-up documentation** should be included with the POR form, such as a quote, order form or any information regarding the order.

- Submit **one** POR form per vendor and **one** order per email.

DEPARTMENT PURCHASES VS BUSINESS OFFICE PURCHASES

DEPARTMENT PURCHASES

- Purchases on department account
- Total is less than $5,000
- PALCard
- 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
- Computers
- Equipment
- Unusual items

*Before purchasing, be sure to check the [Purchasing Methods Guide](#)   Purchasing Methods Guide

Purchasing Methods Guide

File Edit View Insert Format Data Tools Add-ons Help

50% View only

fx | Appliances for housing areas only

Commodity (Description of Goods or Services)	Buying Tool(s)	Authorized Buyer	Additional Approving Department	Policy Reference and Information	
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.					
Advertising, including employment ads (internet e.g. Google, Craigslist, periodicals, and radio)	PALCard KFS Requisition	Department			
Alarm systems and services*	KFS Requisition	Procurement Services		Check to see if Fair Wage/Fair Work	or Prevailing Wage apply.
Animals	KFS Requisition	ULAR			
Appliances for non-housing areas	KFS Requisition	Procurement Services			
Appliances for housing areas only	PALCard KFS Requisition	Department			
Artwork, décor, frames, framing, and plants for public or reception areas only	PALCard KFS Requisition	Department			
Asbestos-containing materials	KFS Requisition	Procurement Services	EH&S	707-10, Section L	
Athletic supplies and apparel	PALCard KFS Requisition	Department			
Audio visual equipment, including carts (purchase)	PALCard KFS Requisition	Department			
Audio visual equipment, including carts (rental)	KFS Requisition	Procurement Services			
Auctions, internet (eBay, uBid, eBid, etc.)	Restricted			Contact Procurement Services	
Autoclaves	KFS Requisition	Procurement Services			
Automatic External Defibrillator (AED)	KFS Requisition	Procurement Services	EH&S	707-10, Section L	
Awards - perpetual (award remains University property)	PALCard KFS Requisition	Department			
Awards given to individuals, employees, non-employees or students (award is their personal property)	Corporate Card (event and non-event) o Reimbursement through ENT Or personal funds o Reimbursement through DV			G-41,700-13,G-42	
Banners and flags	PALCard	Department			
Barbecue grills – gas and electric only	PALCard KFS Requisition	Department		Fire Prevention Policy 6.7.2.1	
Billing services, non-patient care	KFS Requisition	Procurement Services			

DEPARTMENT PURCHASE PROCESS

Step One

- Faculty or department staff fills out POR form
- Staff obtains back-up and attaches it to POR form
- Staff determines POR is a Department purchase
- POR form is sent to Manager for approval

Step Two

- Manager Reviews for Completeness, accuracy, policy, and fund availability.
- Returns POR form to staff for processing

Step Three

- If over $2,500, pre-approval by the Director of Finances 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 POR form
- Staff obtains back-up and attaches it to POR form
- Staff determines POR is a Business Office purchase
- POR form is sent to Manager for approval

Step Two

- Manager Reviews for Completeness, accuracy, and policy.
- Returns POR form to staff for processing

Step Three

- Staff sends POR 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 POR

EMPLOYEE VS INDEPENDENT CONTRACTOR/CONSULTANT/PROFESSIONAL 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

- 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

Page One

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

Describe 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)

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Page Two

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)	⊙	⊙
• 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?	⊙	⊙

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VENDOR ONBOARDING

- If the order is over $5,000 or is a service that requires a Purchase Order, check to see if the vendor is onboarded in KFS. If they are not, please onboard the vendor, through PaymentWorks, prior to submitting the POR form to Soc Sci Purchasing.

- You do not have to wait until the onboarding process is complete to send the POR form.

New Vendor Onboarding System – Started on, November 2, 2020

Training Session slides
https://youtu.be/gUHSH4ZQrsQ

https://accounting.uci.edu/vendor-onboarding/index.html

Agenda

- Scanning & uploading PALCard supporting docs in KFS
- PALCard purchase/supporting document retention
- Clarification on commodities
- Special COVID19 processes
- Audits
- New UCLC Annual Refresher Course training
- Q & A

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Document Retention

- If Social Sciences has opted to use KFS to upload supporting documentation, KFS/FileNet will manage retention period

- Purchasing documentation on non federal, non C&G and certain gift accounts are 4 years

Clarification on Commodities

▶ Gift items – tax issues, $75 and $600, all need to be processed on Corporate Travel card

▶ Sponsorship/Donation – Donations not allowed on PALCard

▶ Fair Work/Fair Wage – services rendered on campus must be processed as a HVPO requisition

▶ Shipping goods to home addresses – requires pre-approvals and university property leaving campus form

▶ Software/Cloud services – **new process and forms**

▶ Ergonomic equipment – EH&S approved, HVPO, special needs order for home use per HR/Disability Services

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Special COVID19 Processes

- Delivery addresses – telecommuting and student programming

- Required documentation – pre-approval emails from supervisors on goods shipped to employee homes

- Required signed form – **University property leaving campus**

- Ergonomic products – supervisors pre-approval and EH&S review/approval may be needed

- No food deliveries to employees homes

Audits

- Gift items – tax issues, $75 and $600, not allowed on PALCard

- Awards – only ones allowed are perpetual awards/plaques

- Ergonomic equipment – EH&S approved, HVPO

- Personal purchases – accidental, storing PALCard account #

- Amazon Business – no personal purchases

- Furniture/personal decor items not allowed on PALCard
  – canopies & tables, contact PALCard team

- Transcription services – sensitive information, not allowed

- Do Not Split transactions – serious violation

❖ **Purchasing Methods Guide**

New UCLC Annual Refresher Course

▶ Required annual training – for all cardholders and reconcilers

▶ Instructions and invitations sent out by Bob Kumamoto from UCLC – early January

▶ Cardholder Accounts will be put on hold – a reminder will be sent from UCLC a month prior to expiration date

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Q&A

Q: How can they pick up their plastic cards?

A: Email **PALCard@uci.edu** to set up an appointment.