

The background is a dark blue gradient with a complex, abstract pattern of curved lines and a grid-like texture that creates a sense of depth and movement, resembling a tunnel or a digital space.

UCI School of Social Sciences

PURCHASING TRAINING AND REVIEW
January 26-27, 2022

Welcome

Purchasing Team

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REMINDER

Social Sciences Purchasing email address:

socscipurchasing@uci.edu



- All Purchase Order Request Forms for the Business Office, are to be sent to the Soc Sci Purchasing email address.
- Subject line of email to include:
Department Name –Last Name of PI/Manager/or Requestor – Vendor
Sociology – Penner - Amazon
- If the order is needed by a certain date or special handling is required, this should be clearly stated on the POR form and communicated in the body of the email.

What to Complete on the PO Request Form:

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

How to complete the middle section of the form:

Qty	Unit of Issue	Item and Description	Part, Model, or Catalog#	Unit Price	Total Cost
Enter how many you're ordering of this item. For publication fee, enter "1".	Enter the unit type (e.g., box, fee)	Enter a description of the item. If there is an invoice # or weblink to the product, include it here.	If the item includes a parts#, enter it here.	Include the \$ amount of the single item.	[this will auto-calculate based on what you enter in the Qty and Unit Price boxes.]

What to Submit to the Department Office:

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

DEPARTMENT PURCHASES

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

BUSINESS OFFICE PURCHASES

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

Approvals:

- Managers or Directors must approve all department purchases, prior to the cardholder making the purchase.
- Faculty must approve all orders on their accounts, prior to the POR form sent to Soc Sci Purchasing.
- Fiscal Officer must approve POR on managing accounts, prior to purchase.
- Any department purchase or Business Office purchase over \$2,500, needs the approval of the Director of Finance, prior to purchase.
- These approvals can be in the form of an attached email or by electronic signature or handwritten on the form.

- An approved Purchase Order, by Procurement, must be in place **PRIOR** to committing University funds or services being rendered. If a POR form is submitted to the Business Office, after-the-fact, please provide a justification.
- Contract Services in the Procurement Office are responsible for signing all contracts or agreements requested by vendors. They will analyze and review terms and conditions to assure compliance with state and federal laws, and UC or campus policies. **No one is to sign any contracts or agreements on behalf of the University, except Contract Services.**
- Please relay this information to all faculty and staff

VENDOR ONBOARDING

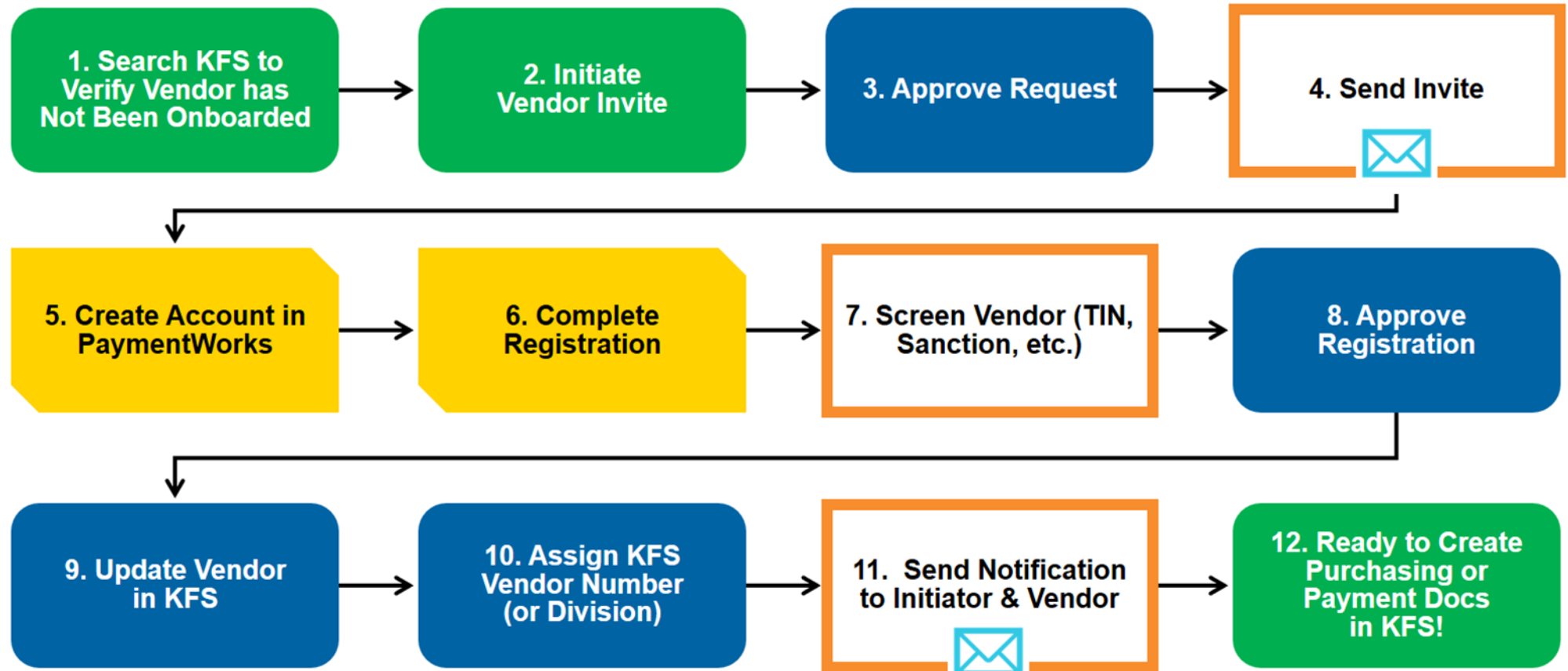
Instructions for searching the KFS Vendor Database:

<https://accounting.uci.edu/vendor-onboarding/searching-kfs.html>

The logo for PaymentWorks, featuring the word "PaymentWorks" in a bold, sans-serif font. The "W" in "Works" is stylized with a green and blue circular graphic element.

TRAINING SESSION SLIDES
[HTTPS://YOUTU.BE/GUHSH4ZQRSQ](https://youtu.be/GUHSH4ZQRSQ)

PaymentWorks Onboarding Process



Color Key

Department Initiator

UCI Vendor Coordinator

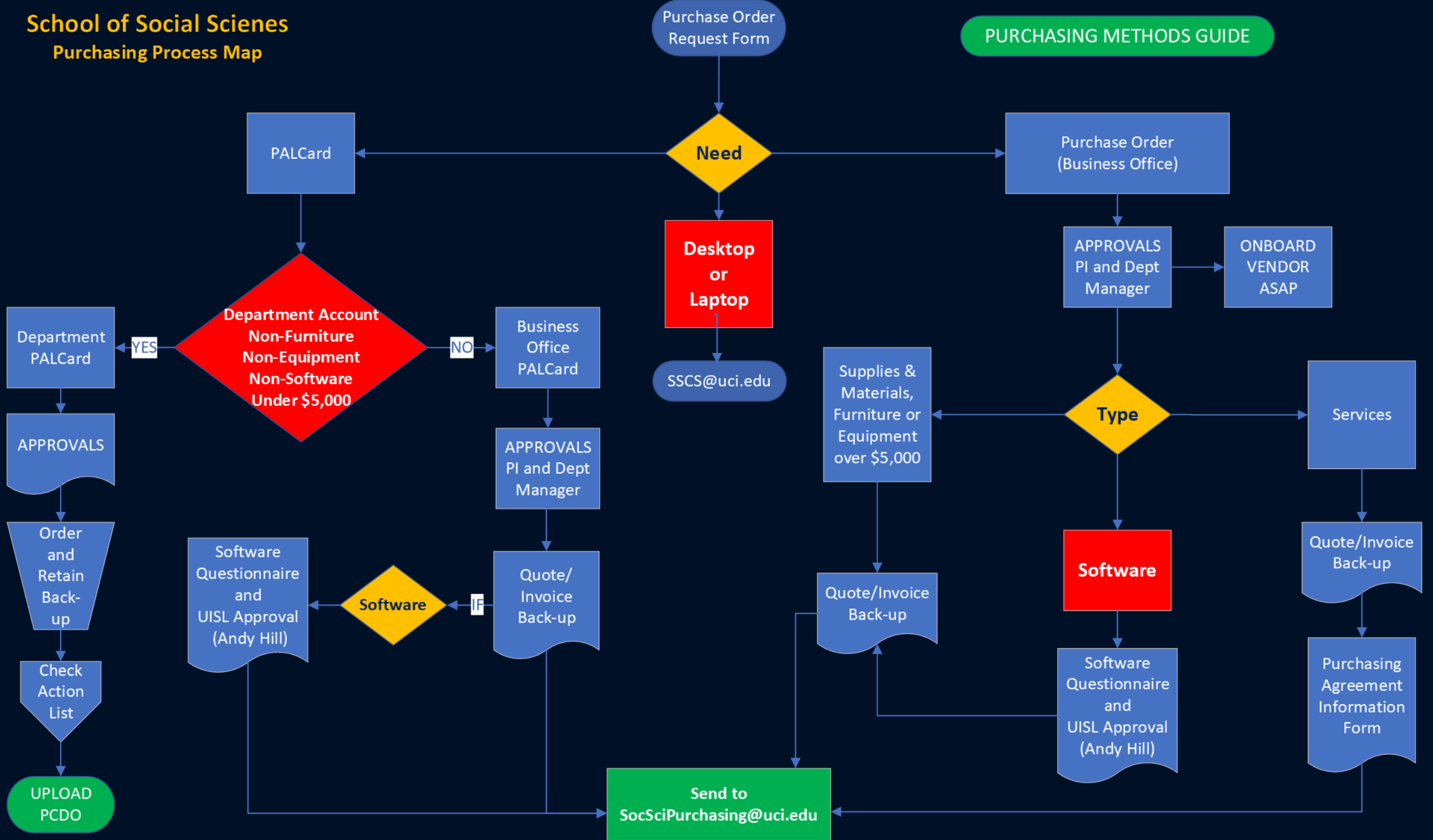
Vendor

PaymentWorks

Purchasing Process Map

School of Social Sciences Purchasing Process Map

PURCHASING METHODS GUIDE





100% View only

A65 fx Engraving services on awards or items gifted to individuals, employees, non-employees or students

	A	B	C	D	E	F
1						
2	Commodity (Description of Goods or Services)	Buying Tool(s)	Authorized Buyer	Additional Approving Department	Policy Reference and Information	
3	DO NOT process Disbursement Vouchers (DVs) for the commodities listed below unless otherwise stated.					
4	*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.					
55	Controlled substances including precursor chemicals (i.e. narcotics and other drugs)	KFS Requisition	Procurement Services	EH&S	Controlled Substances Including Precursor Chemicals: DEA drug schedules, II-V	
56	Cryostats	KFS Requisition	Procurement Services	EH&S	707-10, Section L	
57	DEA (Drug Enforcement Agency) license and renewal	PALCard	Department			
58	Design services – web, logo, publications, etc.*	KFS Requisition	Procurement Services		Check to see if Fair Wage/Fair Work	or Prevailing Wage apply.
59	Donation or sponsorship of a profit or non-profit organization, program, etc.	Payment through DV— reason code Q (Disbursement Voucher)				
60	Donor cultivation and promotional supplies for fundraising - licensed vendors only	PALCard KFS Requisition	Department		UCI Trademarks	
61	Draperies and drapery cleaning*	KFS Requisition	Procurement Services		Check to see if Fair Wage/Fair Work	or Prevailing Wage apply.
62	Drones – UAV or UAS (Unmanned Aerial Vehicles or Unmanned Aerial Systems)	KFS Requisition PALCard	Procurement Services Department		Email: Dronesafety@uci.edu	
63	Dust or gas masks, and respiratory equipment	KFS Requisition	Procurement Services	EH&S	Respiratory Protection	
64	Employee morale building and entertainment-related expenses for UCI employees including party supplies/decorations, activity supplies, gifts, and food items.	Corporate Card (event and non-event) o Reimbursement through ENT Or personal funds o Reimbursement through DV				
65	Engraving services on awards or items gifted to individuals, employees, non-employees or students	Corporate Card (event and non-event) o Reimbursement through ENT Or personal funds o Reimbursement through DV			G-41,G-42	
66	Equipment emitting any air pollutant (combustion sources – boilers, furnaces, heaters, incinerators, kilns)	KFS Requisition	Procurement Services	EH&S	707-10, Section L	
	Equipment with internal combustion engine using gasoline	KFS Requisition	Procurement Services	EH&S	707-10, Section L	



Software Questionnaire Form



Software Procurement Questionnaire

Name of Software:

Link to Software Website:

Describe the main use(s) of this software and the type of data involved:

Will this software be installed locally at UCI, hosted in the cloud, or a combination of both? Locally In the Cloud Both

Is this a new software purchase, or a renewal? New Renewal

SECURITY	Yes	Unsure	No	Notes
Will the Supplier have access to any UC resources (e.g., data, network, systems)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Could the misuse of this software directly cause harm to life or property?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Will the software be used to process payments of any kind?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Will this software be used to collect, store, access or transmit data related to any of the following?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
• Data governed by a research contract or grant (e.g., CUI, CDI, CTI, EAR, ITAR, IRB requirements)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
• Sensitive identifiable human subject research	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
• Financial information (e.g., student loan/financial aid, accounting payroll)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
• Human resource information (e.g., staff, faculty, student worker personnel)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
• Personally identifiable information (PII) (e.g., full name, email address, date of birth, social security number, home address, telephone number)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
• Protected health information (i.e., subject to HIPAA or Data Use Agreements)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
• Other sensitive medical information (e.g., disability or genetic information)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
• Student education records	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
• Data related to European residents (does not apply to British residents)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
• Other data classified as Protection level 3 (P3) or 4 (P4)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

ACCESSIBILITY	Yes	Unsure	No	Instructions
To the best of your knowledge, is this software, or a previous version of it, already in use on campus?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	IF YES - Stop here. An accessibility review is NOT needed. IF NO/UNSURE - proceed to next question.
Will the software be used by people outside your Unit?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	IF YES/UNSURE - Stop here. An accessibility review IS needed. Contact it-accessibility-review@uci.edu IF NO - proceed to next question.
Is there an alternative way to perform the task if the software cannot be used due to a disability?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	IF YES - An accessibility review is NOT needed. IF NO/UNSURE - An accessibility review IS needed. Contact it-accessibility-review@uci.edu .

Name of Requester:

Department/Unit:

Email Address:

Date:

Frequently Asked Questions

Security

Why do I need to submit this form? How does this process work?

Evaluating Supplier risk is required by our system-wide Electronic Information Security Policy (IS-3) and important for maintaining coverage under our cyber risk insurance policy. Completing this form allows us to manage risk. By sharing the types of UCI Institutional Information and/or Information Resources that Suppliers have access to, UCI is able to put the right, risk-informed, protections in place. For more information about the process, links to relevant forms, and estimated timelines, please visit [this page](#).

What are some examples of 'other P3 and P4 data'?

P3 Data Examples	P4 Data Examples
<ul style="list-style-type: none"> Animal research protocols Attorney-Client privileged information Building entry records from automated key-card systems Certain types of federal data (pre-CUI) Export controlled research (ITAR, EAR) IT Security information, exception request and system security plans Security UC Personnel records Student education records Security camera recordings, body-worn video 	<ul style="list-style-type: none"> HIPAA data or PHI (protected health information), identifiable genetic information Credit cardholder information, social security #s Disability information Financial aid information, student loans Financial accounting, payroll information Human subject research data w/ individual identifiers Private encryption keys, passwords, PINs, etc. Research information classified as P4 by an IRB Personally identification information (PII) Information with contractual requirements for P4-level protection.

Accessibility

To the best of your knowledge, is this software – or a previous version of it – already in use on campus?

If you know that others on campus are already successfully using this software (i.e., this is simply another copy of Microsoft Office), the risk is minimal.

Will the software be used by people outside my Unit?

If you are purchasing the software/service for those in your immediate unit (i.e., they are members of your research team, or work in your department) you are more likely to know about any existing accessibility needs for your users. If, on the other hand, you're purchasing this software for folks outside of your unit/your sphere of knowledge, we can help evaluate the risk involved in purchasing for this group.

Is there an alternative way to perform the task if the software cannot be used due to a disability?

Can you offer a reasonable workaround (called an accommodation) through which a user can do the work instead? NOTE: If you cannot think of an alternate way, it does not disqualify the purchase, it simply means we need to fully understand the intended user base.

Purchasing Agreement Information Form

RESET

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)

1

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)	<input type="radio"/>	<input type="radio"/>
• PII (personally identifiable information)	<input type="radio"/>	<input type="radio"/>
• Student records	<input type="radio"/>	<input type="radio"/>
• University networks/data systems	<input type="radio"/>	<input type="radio"/>
Also consider the following:	YES	NO
• Is this individual currently employed by UC?	<input type="radio"/>	<input type="radio"/>
• Was this individual a University employee at any time during the past 12 months?	<input type="radio"/>	<input type="radio"/>
• Was the selection of this individual made or influenced by a near-relative who is a UC employee?	<input type="radio"/>	<input type="radio"/>
• Will the services be conducted on campus?	<input type="radio"/>	<input type="radio"/>
• Will the vendor be in California while performing the services?	<input type="radio"/>	<input type="radio"/>

2

EMPLOYEE HIRE

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

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

PURCHASING AGREEMENT

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

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

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

Links to Forms:

Soc Sci POR Form:

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

Purchasing Agreement Information:

<https://documentcloud.adobe.com/link/review?uri=urn:aaid:scds:US:13d12a50-a467-4459-9d49-5eace84e2e4c>

Software Questionnaire:

<https://procurement.uci.edu/files/documents/procurement/forms/sw-procurement-questionnaire.pdf>

Conflict of Interest:

<https://procurement.uci.edu/files/documents/contracts/forms/conflict-of-interest-form-web.pdf>

Electronic-Communication-Equipment:

<https://procurement.uci.edu/files/documents/equipment-management/forms/electronic-communications-equipment-form.pdf>

Purchasing Methods Guide:

<https://docs.google.com/spreadsheets/d/1qVxQCEEctFowH9hImw59RaRI8FRFij1EPHGjsNP9UkE/edit#gid=0>

Links to Policies and Websites:

BFB-BUS-43 Purchases of Goods and Services; Supply Chain Management:

<https://policy.ucop.edu/doc/3220485/BFB-BUS-43>

Article 5 of the Collective Bargaining Unit:

https://ucnet.universityofcalifornia.edu/labor/bargaining-units/sx/docs/sx_article_05_contracting_out.pdf

Regents Policy 5402: Policy Generally Prohibiting Contracting for Services:

<https://regents.universityofcalifornia.edu/governance/policies/5402.html>

Business and Financial Affairs - Materiel Management - Purchasing:

<https://www.policies.uci.edu/policies/procs/707-10.php>

Purchasing Methods Guide:

<https://docs.google.com/spreadsheets/d/1gVxQCEECtFowH9hImw59RaRI8FRFij1EPHGjsNP9UkE/edit#gid=0>

PALCard:

<https://procurement.uci.edu/palcard/index.php>

Software Procurement:

<https://procurement.uci.edu/procurement/software.php>

UCIBuy:

<https://procurement.uci.edu/ucibuy/index.php>

Small Business First FAQs (PDF):

<https://www.ucop.edu/procurement-services/for-ucstaff/small-business-first/small-business-first-faq.pdf>

UCI Procurement FAQs:

<https://procurement.uci.edu/faqs/#Procurement>

Q & A

TAKE AWAYS

- Send PO Request Forms to socscipurchasing@uci.edu and not to BO staff.
- **FULL DETAILED JUSTIFICATION OR BUSINESS PURPOSE**, must cover the purpose of the purchase.
- All purchases need **PRIOR** approval before making the purchase.
- Faculty are to fill out all forms.
- Procurement must approve PO **PRIOR** services being rendered.
- **No one is to sign any contracts or agreements on behalf of the University, except Contract Services.**
- Check to see if vendor is onboard, and if not, send invite through PaymentWorks.
- **Software Questionnaire Form** , filled out by the PI or the person requesting the software and sent to Andy Hill for approval.
- **Purchasing Agreement Information Form** filled out for all services. needs to be detailed and complete.
- [Purchasing Methods Guide](#):