

Purchasing Policies

University Policies

Purchasing of university supplies and equipment need to follow approved policies and procedures and must be acquired through such means as an approved department purchase order, UCD Buy order, Bookstore order, campus purchase requisition, or the departmental purchasing card. The intent is to ensure that procurements meet the mandates applicable by law for balancing quality and price. Materials purchased through the use of personal funds or personal credit cards bypass this process and therefore, by default, fall under the category of unauthorized purchases as outlined in the campus Policy and Procedure Manual section 350-10 and as such there is no guarantee that these costs would be reimbursed. (Note: Purchases related to travel and entertainment fall under a separate policy and are treated differently.) Additional information with regard to campus purchasing policies may be found at PPM 350-10 (<http://manuals.ucdavis.edu/ppm/350/350-10.htm>).

In 2004, Accounts Payable began to enforce a campus policy that reimbursements to employees over \$500 be processed through a purchase requisition submitted to Purchasing. Since these purchase requisitions will be submitted after the fact, they will be treated as confirming orders and will therefore require a request for exception to policy that must be signed by the department head and concurred by the Dean before being approved by the head of the Purchasing Department.

Purchasing Procedures

- Check with Computer Support prior to submitting requests for departmental supported computer-related purchases.
- For all other purchase items, please complete our online order request form (http://www.ece.ucdavis.edu/forms/Outside_Vendor.pdf) and submit them to Nikki in 2064 Kemper Hall for processing. Purchase requests under \$2,500 are submitted through the departmental purchaser and processed as departmental purchase orders or, if determined appropriate, through the UC Davis purchasing card program. Requests are normally turned around within two business days and will be received pending availability from the vendor. It is important that you provide as much information about the vendor as possible. If you have any communication with a company representative, please submit a copy of the email, web quote, etc.
- University policy requires that any purchases over \$2,500 be processed through the Purchasing Department on campus via a purchase requisition. Due to federal and university bidding policy, this can be a lengthy process that may take up to three weeks just to place the order with the vendor. Please be sure to plan ahead.
- *Packages:* When you pick up a package please note that the contents of the package are compared to the packing slip upon delivery and a copy of the packing slip placed back in the box for your records. This is to streamline the payment process, as payment cannot be finalized without a signed and dated packing slip.
- *Reimbursements:* Whenever possible, all purchases should be processed within university policy through the ECE office. We recognize, however, that this is not always possible. On those rare occasions when you have an immediate need (**and the cost is below \$500**), you may go to a local store, make the purchase, and submit a request for payment. Reimbursing your out-of-pocket expenses does not bypass or exempt you from any of the above requirements. There is no guarantee that these expenditures will

be reimbursed. Original receipts are required by Accounts Payable and actual expenses are paid when supported by appropriate documentation. On those rare occasions when a receipt is lost, you must complete a Declaration of Lost Evidence Form (http://www.ece.ucdavis.edu/forms/Lost_Receipt_Form.pdf). **Purchases such as equipment, computers, theft-sensitive items, furniture and purchases requiring special approvals do not qualify for reimbursement.**

- All dollar limits include taxes, shipping and handling.

Sources of Supplies

- *UCD Buy*: The UCD Buy website includes catalogs from various vendors that the University had purchasing agreements with, including Office Max, VWR, and various furniture vendors. These online catalogs (<http://ucdbuy.ucdavis.edu/mm/catalog.cfm>) are available for you to look at with your Kerberos login and password, or you may look at the catalog in 2064 Kemper Hall. Requests for items from these catalogs can be completed with our online form (http://www.ece.ucdavis.edu/forms/UCD_Buy.pdf) and submitted to Nikki. Turn around is usually 1-2 days.
- *UC Davis Bookstore*: The bookstore carries a much smaller offering but may have items you are looking for. An approved UC Davis Bookstore Purchase Order is required. Please see Renee, Judy or Nikki for the form before visiting the bookstore.
- *Off-campus vendors*: If you cannot get your supply needs met on campus, then you can submit an order request using the approved purchasing procedures above.

If you have any questions regarding purchasing policies and procedures, please see your appropriate staff member (A-G Faculty, Ben Yoo – Judy, H-Z Faculty – Renee).