

# **PURCHASING UNIVERSITY OF FLORIDA POLICIES and DEPARTMENT OF MATERIALS SCIENCE PROCEDURES**

The MSE Purchasing office is located in 106 Rhines Hall.

When PCard purchasing is not an option, requisitions for purchase orders can be initiated by an email or visit to the fiscal office. There are no forms that need to be completed, but the following items should be addressed as you navigate the requisition process.

Although the College or Department may have additional policies and procedures, *University Purchasing Directives can be found at: <http://www.purchasing.ufl.edu/departments/directives-procedures.asp>*

## **GENERAL GUIDELINES**

- Whenever possible orders should be placed using myUF Market and/or state contract vendors.
- Requisitions (purchase orders) should be used for any of the following:
  - Purchases over the PCard transactional limit of \$2,000
  - Purchases less than \$2,000, but from a vendor that does not accept credit cards
  - Maintenance and special events/services that require a signed contract
  - Books that are greater than \$250
  - Items over \$1,000 with a life expectancy greater than 1 year
  - Anything adding value to an existing piece of equipment
- The deliberate attempt to split orders, where the purpose is keeping the total cost of each order below bid or quote limits, and failure to combine orders when practical for the interest of economy, is an evasion of the Florida Statutes and University Purchasing Directives. The splitting of orders is a prohibited activity and therefore, unlawful. Any related needs that are known or should have been reasonably known at the time of the requirement should be combined into one coherent request for procurement.
- The expenditure from University funds for the items listed below are prohibited unless a clear business purpose exists and is approved in advance.
  - Alcohol
  - Congratulatory telegrams
  - Flowers and/or telegraphic condolences
  - Entertainment for visiting dignitaries
  - Food items - refreshments, such as coffee and doughnuts
  - Decorative items, such as globes, statues, potted plants, desk lamps, picture frames, and wall hangings
  - Christmas or other greeting cards and postage for such cards
  - Personal subscriptions to magazines and trade journals
  - Gifts - for example: desk pen sets
  - Coffee pots and supplies

- Portable heaters
- Fans, for personal use
- Refrigerators, stoves or microwave ovens for personal use
- Cell phones

## REQUIRED INFORMATION

- Written approval from the supervisor or PI
- Required number of quotations on vendor letterhead
  - If the item is on [State or University Contract](#) you only need to obtain the hard copy quote from the vendor you are ordering the item from. No additional quotes are necessary.
  - Purchases under \$5,000 do not require additional quotations, however “best practice” is to always secure at least two quotes
  - Purchases between \$5,000 and \$75,000 require at least one – and preferably 2 – additional quotations on vendor letterhead
  - Quotations above \$75,000 will be subject to a bid process.
  - For all purchases over \$5,000, a sole source justification may be submitted by the PI with the requisition if there is a strong case for a sole source purchase (rare supplies, custom built equipment, equipment compatibility issues, etc). Consult with UF Purchasing for assistance in the sole source process if needed.
- Any agreements containing terms and conditions, or other such verbiage, including Maintenance Agreements, Software License Agreements, etc., requiring signature must be forwarded to Purchasing Services where they will be reviewed and signed.
- UF uses only FOB destination (ownership passes to UF when the carrier delivers the product to the delivery point specified by UF. Vendor owns product in transit). If the vendor will not accept FOB destination, quote must include estimated shipping costs including insurance for the full cost of the commodity.
- If you are using a new vendor, a new vendor application will need to be completed. Once the contact information is provided to the fiscal office, a UF Vendor Application form will be sent to the vendor. Once the application is received by the fiscal office, the vendor will be added. Domestic vendors are typically available in 48 hours. Foreign vendors may take up to a week.

## WHEN THE INVOICE/PURCHASE ARRIVES

- If **YOU** receive the invoice-please bring the invoice to the fiscal office as soon as possible. You will be required to sign the invoice confirming that the order was received, inspected, and the invoice is OK to pay.
- If the **FISCAL OFFICE** receives the invoice-you will receive an email asking you to confirm that the order was received, inspected, and the invoice is OK to pay. Please respond as soon as possible.

7/21/2017-This document and any updates can be found at <http://www.mse.ufl.edu/resources/finance-a-payroll/>