

Commodity (Description of Good or Service)	Buying Method/Process	Approving Department	Policy Reference and Information
Above-ground and underground storage tanks for hazardous materials, hazardous waste, and petroleum products	<ul style="list-style-type: none"> <li>High Value KFS Requisition, <b>and</b></li> <li>Authorization by Central Purchasing Buyer</li> </ul>	EH&S	707-10, Sec. L
Advertising, including employment ads (internet, periodicals and radio)	<ul style="list-style-type: none"> <li>PALCard <b>or</b> KFS Requisition</li> </ul>		
Alarm systems and services	<ul style="list-style-type: none"> <li>High Value KFS Requisition, <b>and</b></li> <li>Authorization by Central Purchasing Buyer</li> </ul>		
Animals	<ul style="list-style-type: none"> <li>Restricted</li> <li>High Value KFS Requisition, <b>and</b></li> <li>Authorization by Central Purchasing Buyer</li> </ul>	ULAR	
Appliances for non-Housing areas	<ul style="list-style-type: none"> <li>High Value KFS Requisition, <b>and</b></li> <li>Authorization by Central Purchasing Buyer</li> </ul>		
Appliances for Housing areas <b>only</b>	<ul style="list-style-type: none"> <li>PALCard <b>or</b> KFS Requisition</li> </ul>		
Artwork, décor, frames , framing and plants for public or reception areas <b>only</b>	<ul style="list-style-type: none"> <li>PALCard <b>or</b> KFS Requisition</li> </ul>		
Asbestos-containing materials	<ul style="list-style-type: none"> <li>High Value KFS Requisition, <b>and</b></li> <li>Authorization by Central Purchasing Buyer</li> </ul>	EH&S	707-10, Sec. L; <a href="#">Asbestos Management Program— Operations and Maintenance Plan</a>
Athletic supplies and apparel	<ul style="list-style-type: none"> <li>PALCard <b>or</b> KFS Requisition</li> </ul>		
Audio visual equipment, including carts	<ul style="list-style-type: none"> <li>PALCard <b>or</b> KFS Requisition</li> </ul>		
Auctions, internet (eBay, uBid, eBid, etc.)	<ul style="list-style-type: none"> <li>Restricted</li> </ul>		
Autoclaves	<ul style="list-style-type: none"> <li>High Value KFS Requisition, <b>and</b></li> <li>Authorization by Central Purchasing Buyer</li> </ul>		
Automatic External Defibrillator (AED)	<ul style="list-style-type: none"> <li>High Value KFS Requisition, <b>and</b></li> <li>Authorization by Central Purchasing Buyer</li> </ul>	EH&S	
Awards, perpetual (award remains University property)	<ul style="list-style-type: none"> <li>PALCard <b>or</b> KFS Requisition</li> </ul>		
Awards given to individuals, employees, non-employees or students (award is their personal property)	<ul style="list-style-type: none"> <li>Corporate Travel VISA or personal credit card, and</li> <li>Reimbursement through DV (Disbursement Voucher)</li> </ul>		BUS G-41, 42; 700-13
Banners and flags	<ul style="list-style-type: none"> <li>PALCard <b>or</b> KFS Requisition</li> </ul>		

Commodity (Description of Good or Service)	Buying Method/Process	Approving Department	Policy Reference and Information
Barbecue grills, gas and electric only	<ul style="list-style-type: none"> <li>• PALCard <i>or</i> KFS Requisition</li> </ul>		<a href="#">Fire Prevention Policy 6.7.2.1</a>
Billing services, non-patient care	<ul style="list-style-type: none"> <li>• High Value KFS Requisition, <i>and</i></li> <li>• Authorization by Central Purchasing Buyer</li> </ul>		
Billing services, patient care	<ul style="list-style-type: none"> <li>• Contact <a href="#">Risk Management</a></li> </ul>		
Bookcases and shelving	<ul style="list-style-type: none"> <li>• High Value KFS Requisition, <i>and</i></li> <li>• Authorization by Central Purchasing Buyer</li> </ul>		
Bottled water, bulk or single serving bottles	<ul style="list-style-type: none"> <li>• PALCard</li> </ul>		
Bus charter services, <b>only</b> with UCI-approved suppliers <ul style="list-style-type: none"> <li>○ Pacific Coast Sightseeing - DBA: SoCal Grayline, Coach USA</li> <li>○ Certified</li> <li>○ Lux Bus America</li> </ul>	<ul style="list-style-type: none"> <li>• PALCard</li> </ul>		
Bus charter services- all others not listed above	<ul style="list-style-type: none"> <li>• High Value KFS Requisition, <i>and</i></li> <li>• Authorization by Central Purchasing Buyer</li> </ul>		
Butane	<ul style="list-style-type: none"> <li>• PALCard <i>or</i> KFS Requisition</li> </ul>		
Cable and pay television services	<ul style="list-style-type: none"> <li>• High Value KFS Requisition, <i>and</i></li> <li>• Authorization by Central Purchasing Buyer</li> </ul>		
Canopies and tents – purchase or rental	<ul style="list-style-type: none"> <li>• High Value KFS Requisition, <i>and</i></li> <li>• Authorization by Central Purchasing Buyer</li> </ul>		
Canopy hoods, stationery/portable extractor systems (arm and nozzle)	<ul style="list-style-type: none"> <li>• High Value KFS Requisition, <i>and</i></li> <li>• Authorization by Central Purchasing Buyer</li> </ul>	EH&S	
Canvas for tents or floor covering	<ul style="list-style-type: none"> <li>• High Value KFS Requisition, <i>and</i></li> <li>• Authorization by Central Purchasing Buyer</li> </ul>		
Carcinogenic chemicals (regulated)	<ul style="list-style-type: none"> <li>• High Value KFS Requisition, <i>and</i></li> <li>• Authorization by Central Purchasing Buyer</li> </ul>	EH&S	<a href="#">Regulated Carcinogens</a>
Carpets, rugs and floor coverings	<ul style="list-style-type: none"> <li>• High Value KFS Requisition, <i>and</i></li> <li>• Authorization by Central Purchasing Buyer</li> </ul>		
Carpet cleaning service, equipment and supplies	<ul style="list-style-type: none"> <li>• High Value KFS Requisition, <i>and</i></li> <li>• Authorization by Central Purchasing Buyer</li> </ul>		

Commodity (Description of Good or Service)	Buying Method/Process	Approving Department	Policy Reference and Information
Cascade systems (six packs) or tube trailers for compressed gases	<ul style="list-style-type: none"> <li>High Value KFS Requisition, <b>and</b></li> <li>Authorization by Central Purchasing Buyer</li> </ul>	EH&S	
Cell phones and cell service	<ul style="list-style-type: none"> <li>PALCard</li> </ul>		
Charters – when transportation includes a driver, i.e. shuttle, limousine or boat	<ul style="list-style-type: none"> <li>High Value KFS Requisition, <b>and</b></li> <li>Authorization by Central Purchasing Buyer</li> </ul>		
Chemical Vapor Deposition (CVD) reaction chambers or reactors, and Metal Organic Chemical Vapor Deposition (MOCVD) systems	<ul style="list-style-type: none"> <li>High Value KFS Requisition, <b>and</b></li> <li>Authorization by Central Purchasing Buyer</li> </ul>	EH&S	
Cleaning chemicals (except bleach or carpet)	<ul style="list-style-type: none"> <li>PALCard <b>or</b> KFS Requisition</li> </ul>		
Cleaning equipment (vacuum cleaner, broom, mop)	<ul style="list-style-type: none"> <li>PALCard <b>or</b> KFS Requisition</li> </ul>		
Coffee service and supplies for <b>official UCI business (not for employee personal use)</b>	<ul style="list-style-type: none"> <li>PALCard <b>or</b> KFS Requisition</li> </ul>		
Compressed gases (carbon dioxide, helium, nitrogen, etc.)	<ul style="list-style-type: none"> <li>UCIBuy, PALCard <b>or</b> KFS Requisition</li> </ul>		
Computer hardware, software and peripherals	<ul style="list-style-type: none"> <li>UCIBuy, PALCard <b>or</b> KFS Requisition</li> </ul>		
Conference call services	<ul style="list-style-type: none"> <li>PALCard</li> </ul>		
Confined space entry equipment – body harness, tripod, winch, air monitoring equipment (e.g. oxygen/VOC/multigas, LEL/flammable gas detector)	<ul style="list-style-type: none"> <li>High Value KFS Requisition, <b>and</b></li> <li>Authorization by Central Purchasing Buyer</li> </ul>	EH&S	<a href="#">Confined Space Management Program</a>
Construction Services	<ul style="list-style-type: none"> <li>Facilities Management</li> </ul>		
Consultant agreement or non-employment contract services	<ul style="list-style-type: none"> <li>High Value KFS Requisition, <b>and</b></li> <li>Authorization by Central Purchasing Buyer</li> </ul>		
Controlled substances including precursor chemicals (i.e. narcotics and other drugs)	<ul style="list-style-type: none"> <li>High Value KFS Requisition, <b>and</b></li> <li>Authorization by Central Purchasing Buyer</li> </ul>	EH&S	<a href="#">Controlled Substances Including Precursor Chemicals</a> ; DEA drug schedule, II-V
Cryostats	<ul style="list-style-type: none"> <li>High Value KFS Requisition, <b>and</b></li> <li>Authorization by Central Purchasing Buyer</li> </ul>	EH&S	
DEA (Drug Enforcement Agency) license and renewal	<ul style="list-style-type: none"> <li>PALCard</li> </ul>		
Design services – web, logo, publications, etc.	<ul style="list-style-type: none"> <li>High Value KFS Requisition, <b>and</b></li> <li>Authorization by Central Purchasing Buyer</li> </ul>		

Commodity (Description of Good or Service)	Buying Method/Process	Approving Department	Policy Reference and Information
Donation or sponsorship of a profit or non-profit organization, program, etc.	<ul style="list-style-type: none"> <li>• By <b>exception</b> only <ul style="list-style-type: none"> <li>○ Corporate Travel VISA or personal credit card, <b>and</b></li> </ul> </li> <li>• Reimbursement through DV (Disbursement Voucher)</li> </ul>		
Donor cultivation and promotional supplies for fundraising	<ul style="list-style-type: none"> <li>• PALCard <b>or</b> KFS Requisition</li> </ul>		
Draperies and drapery cleaning	<ul style="list-style-type: none"> <li>• High Value KFS Requisition, <b>and</b></li> <li>• Authorization by Central Purchasing Buyer</li> </ul>		
Ducted or ductless fume hoods and other fume extraction devices, laminar flow hoods or clean benches, ducted or ductless biosafety cabinets, environmental chambers, glove boxes, down draft tables, gas cabinets	<ul style="list-style-type: none"> <li>• High Value KFS Requisition, <b>and</b></li> <li>• Authorization by Central Purchasing Buyer</li> </ul>	EH&S	
Dust or gas masks, and respiratory equipment	<ul style="list-style-type: none"> <li>• High Value KFS Requisition, <b>and</b></li> <li>• Authorization by Central Purchasing Buyer</li> </ul>	EH&S	<a href="#">Respiratory Protection</a>
Equipment emitting any air pollutant (combustion sources – boilers, furnaces, heaters, incinerators, kilns)	<ul style="list-style-type: none"> <li>• High Value KFS Requisition, <b>and</b></li> <li>• Authorization by Central Purchasing Buyer</li> </ul>	EH&S	
Equipment with internal combustion engine using gasoline, diesel, propane or liquefied petroleum (LPG), including but not limited to: fork lift, generator, landscaping equipment, loader, mower, tractor, trencher, and wood chipper (excluding automobiles)	<ul style="list-style-type: none"> <li>• High Value KFS Requisition, <b>and</b></li> <li>• Authorization by Central Purchasing Buyer</li> </ul>	EH&S	
Equipment lease	<ul style="list-style-type: none"> <li>• High Value KFS Requisition, <b>and</b></li> <li>• Authorization by Central Purchasing Buyer</li> </ul>		
Equipment moving services	<ul style="list-style-type: none"> <li>• Facilities Management</li> </ul>		
Equipment rental	<ul style="list-style-type: none"> <li>• High Value KFS Requisition, <b>and</b></li> <li>• Authorization by Central Purchasing Buyer</li> </ul>		
Equipment with internal combustion engines using gasoline, diesel, propane or liquefied petroleum gas (LPG), including but not limited to – forklifts, generators, landscaping equipment, loaders, mowers, pressure washers, tractors, trenchers, wood chippers (excluding automobiles)	<ul style="list-style-type: none"> <li>• High Value KFS Requisition, <b>and</b></li> <li>• Authorization by Central Purchasing Buyer</li> </ul>	EH&S	
Ergonomic equipment – keyboard tray/platform, adjustable workstation, monitor arm/stand, etc.	<ul style="list-style-type: none"> <li>• High Value KFS Requisition, <b>and</b></li> <li>• Authorization by Central Purchasing Buyer</li> </ul>		

Commodity (Description of Good or Service)	Buying Method/Process	Approving Department	Policy Reference and Information
Ethyl alcohol (ethanol), tax- free	<ul style="list-style-type: none"> <li>• Transportation and Distribution Services</li> </ul>		<a href="#">How to Order Tax-Free Ethyl Alcohol</a>
Exhibit booth fees at conventions and trade shows	<ul style="list-style-type: none"> <li>• PALCard <i>or</i> KFS Requisition</li> </ul>		
Explosives and blasting materials	<ul style="list-style-type: none"> <li>• High Value KFS Requisition, <i>and</i></li> <li>• Authorization by Central Purchasing Buyer</li> </ul>	EH&S	
Extended warranties	<ul style="list-style-type: none"> <li>• PALCard <i>or</i> KFS Requisition</li> </ul>		
Extermination services	<ul style="list-style-type: none"> <li>• High Value KFS Requisition, <i>and</i></li> <li>• Authorization by Central Purchasing Buyer</li> </ul>		
Facility repairs or renovations – carpentry, electrical, painting, etc.	<ul style="list-style-type: none"> <li>• Facilities Management</li> </ul>		
Fall protection equipment – safety belts, safety ropes or harnesses, scaffolds, platforms, window cleaning safety devices, ladders, hoist and descent control devices	<ul style="list-style-type: none"> <li>• High Value KFS Requisition, <i>and</i></li> <li>• Authorization by Central Purchasing Buyer</li> </ul>	EH&S	<a href="#">Cal/OSHA –Fall Protection for the Construction Industry</a>
Firearms and ammunition, including prop replica and blank guns	<ul style="list-style-type: none"> <li>• High Value KFS Requisition, <i>and</i></li> <li>• Authorization by Central Purchasing Buyer</li> </ul>	UCI Police Department	
Flowers – sympathy or gift	<ul style="list-style-type: none"> <li>• Corporate Travel VISA or personal credit card, <i>and</i></li> <li>• Reimbursement through DV (Disbursement Voucher)</li> </ul>		G-41
Flowers – decoration for UCI-approved events	<ul style="list-style-type: none"> <li>• Email PALCard@uci.edu for pre-approval to use PALCard <i>or</i> KFS Requisition</li> </ul>		
Food, snacks or beverages for official UCI business meeting Food, snacks or beverages for official UCI business meeting (continued)	<ul style="list-style-type: none"> <li>• UCI-approved caterer and direct payment through PayQuest</li> <li>• Corporate Travel VISA or personal credit card, <i>and</i></li> <li>• Reimbursement through TEM (Travel and Event Management)</li> </ul>		
Food for childcare service locations	<ul style="list-style-type: none"> <li>• PALCard <i>or</i> KFS Requisition</li> </ul>		
Freezer program, in-house	<ul style="list-style-type: none"> <li>• High Value KFS Requisition, <i>and</i></li> <li>• Authorization by Central Purchasing Buyer</li> </ul>		
Freight service, shipping or relocation of equipment, exhibitions, etc.	<ul style="list-style-type: none"> <li>• High Value KFS Requisition, <i>and</i></li> <li>• Authorization by Central Purchasing Buyer</li> </ul>		

Commodity (Description of Good or Service)	Buying Method/Process	Approving Department	Policy Reference and Information
Fume hood certification	<ul style="list-style-type: none"> <li>High Value KFS Requisition, <b>and</b></li> <li>Authorization by Central Purchasing Buyer</li> </ul>		
Furniture from Tangram web store <b>only</b>	<ul style="list-style-type: none"> <li>UCIBuy, PALCard <b>or</b> KFS Requisition</li> </ul>		<a href="#">Tangram online store</a> – ZOTPortal login required
Furniture purchase – any type including chairs, couches, desks, tables, cabinets, etc.	<ul style="list-style-type: none"> <li>High Value KFS Requisition, <b>and</b></li> <li>Authorization by Central Purchasing Buyer</li> </ul>		
Furniture rental – non-fabric chairs, tables and umbrellas	<ul style="list-style-type: none"> <li>PALCard <b>or</b> KFS Requisition</li> </ul>		
Furniture rental – fabric or upholstered chairs, etc.	<ul style="list-style-type: none"> <li>High Value KFS Requisition, <b>and</b></li> <li>Authorization by Central Purchasing Buyer</li> </ul>		
Gifts or gift-related items for employees, non-employees or students, for any occasion, including retirement, bereavement or employee recognition. Items include, but are not limited to: flowers or plants, gift cards, plaques, UCI-logo attire and promotional items, etc.	<ul style="list-style-type: none"> <li>Corporate Travel VISA or personal credit card, <b>and</b></li> <li>Reimbursement through DV (Disbursement Voucher)</li> </ul>		G-41, G-42
Hazardous chemicals and materials (as identified by UNSPSC)	<ul style="list-style-type: none"> <li>High Value KFS Requisition, <b>and</b></li> <li>Authorization by Central Purchasing Buyer</li> </ul>	EH&S	
Hotel conference room reservation for group attendance at business meeting	<ul style="list-style-type: none"> <li>Corporate Travel VISA or personal credit card, <b>and</b></li> <li>Reimbursement through TEM (Travel and Event Management)</li> </ul>		
HVAC (heating, ventilating and air conditioning) equipment and services	<ul style="list-style-type: none"> <li>High Value KFS Requisition, <b>and</b></li> <li>Authorization by Central Purchasing Buyer</li> </ul>		
Installations of furniture or equipment	<ul style="list-style-type: none"> <li>High Value KFS Requisition, <b>and</b></li> <li>Authorization by Central Purchasing Buyer</li> </ul>		
Insurance	<ul style="list-style-type: none"> <li>Consult with <a href="#">Risk Management</a></li> </ul>		
International purchases that do not have to be routed through U.S. Customs	<ul style="list-style-type: none"> <li>PALCard <b>or</b> KFS Requisition</li> </ul>		
Janitorial services	<ul style="list-style-type: none"> <li>High Value KFS Requisition, <b>and</b></li> <li>Authorization by Central Purchasing Buyer</li> </ul>		
Janitorial Supplies	<ul style="list-style-type: none"> <li>UCIBuy, PALCard <b>or</b> KFS Requisition</li> </ul>		
Kitchen supplies & equipment for general use by department staff in a break area when allowed by policy or with Dean’s approval (coffee pots, microwaves and refrigerators) Buy ENERGY STAR when available.	<ul style="list-style-type: none"> <li>PALCard <b>or</b> KFS Requisition</li> </ul>		

Commodity (Description of Good or Service)	Buying Method/Process	Approving Department	Policy Reference and Information
Kitchen equipment-Appliances	<ul style="list-style-type: none"> <li>High Value KFS Requisition, <b>and</b></li> <li>Authorization by Central Purchasing Buyer</li> </ul>		
Laboratory shelving – open type	<ul style="list-style-type: none"> <li>High Value KFS Requisition, <b>and</b></li> <li>Authorization by Central Purchasing Buyer</li> </ul>		
Laboratory supplies	<ul style="list-style-type: none"> <li>UCIBuy, PALCard <b>or</b> KFS Requisition</li> </ul>		
Laboratory tests for patients (Research Project)	<ul style="list-style-type: none"> <li>High Value KFS Requisition, <b>and</b></li> <li>Authorization by Central Purchasing Buyer</li> </ul>		
Landscape services	<ul style="list-style-type: none"> <li>High Value KFS Requisition, <b>and</b></li> <li>Authorization by Central Purchasing Buyer</li> </ul>		
Lasers and masers	<ul style="list-style-type: none"> <li>High Value KFS Requisition, <b>and</b></li> <li>Authorization by Central Purchasing Buyer</li> </ul>	EH&S	
Laundry of uniforms and lab coats	<ul style="list-style-type: none"> <li>UCIBuy, PALCard <b>or</b> KFS Requisition</li> </ul>		
Leases for equipment	<ul style="list-style-type: none"> <li>High Value KFS Requisition, <b>and</b></li> <li>Authorization by Central Purchasing Buyer</li> </ul>		
Legal services (Excluding hire of outside Counsel)	<ul style="list-style-type: none"> <li>High Value KFS Requisition, <b>and</b></li> <li>Authorization by Central Purchasing Buyer</li> </ul>		
Mailing lists	<ul style="list-style-type: none"> <li>PALCard <b>or</b> KFS Requisition</li> </ul>		
Maintenance agreements – preventive	<ul style="list-style-type: none"> <li>High Value KFS Requisition, <b>and</b></li> <li>Authorization by Central Purchasing Buyer</li> </ul>		
Marketing materials	<ul style="list-style-type: none"> <li>PALCard</li> </ul>		
Marketing services	<ul style="list-style-type: none"> <li>High Value KFS Requisition, <b>and</b></li> <li>Authorization by Central Purchasing Buyer</li> </ul>		
Mattresses	<ul style="list-style-type: none"> <li>High Value KFS Requisition, <b>and</b></li> <li>Authorization by Central Purchasing Buyer</li> </ul>		
Medical license renewal	<ul style="list-style-type: none"> <li>PALCard</li> </ul>		
Medical staff dues	<ul style="list-style-type: none"> <li>PALCard</li> </ul>		

Commodity (Description of Good or Service)	Buying Method/Process	Approving Department	Policy Reference and Information
Medical residency matching program fees	<ul style="list-style-type: none"> <li>• PALCard</li> </ul>		
Medical supplies	<ul style="list-style-type: none"> <li>• UCIBuy, PALCard <i>or</i> KFS Requisition</li> </ul>		
Meeting supplies <b>only</b> for official University business – plates, napkins, utensils ( <b>No</b> food, snacks, beverages)	<ul style="list-style-type: none"> <li>• UCIBuy, PALCard <i>or</i> KFS Requisition</li> </ul>		
Memberships – Annual professional only (Lifetime memberships <b>not</b> permitted)	<ul style="list-style-type: none"> <li>• PALCard</li> </ul>		BUS 43, Sec V
Methane	<ul style="list-style-type: none"> <li>• PALCard <i>or</i> KFS Requisition</li> </ul>		
Microtomes	<ul style="list-style-type: none"> <li>• High Value KFS Requisition, <i>and</i></li> <li>• Authorization by Central Purchasing Buyer</li> </ul>	EH&S	
Mortuary services	<ul style="list-style-type: none"> <li>• High Value KFS Requisition, <i>and</i></li> <li>• Authorization by Central Purchasing Buyer</li> </ul>		
Motorized carts and low speed vehicles	<ul style="list-style-type: none"> <li>• High Value KFS Requisition, <i>and</i></li> <li>• Authorization by Central Purchasing Buyer</li> </ul>	EH&S	<a href="#">Golf Cart Type and Low Speed Vehicles</a>
Moving services – household or office and industrial	<ul style="list-style-type: none"> <li>• High Value KFS Requisition, <i>and</i></li> <li>• Authorization by Central Purchasing Buyer</li> </ul>		
Nitrogen, liquid	<ul style="list-style-type: none"> <li>• PALCard <i>or</i> KFS Requisition</li> </ul>		
Noise monitoring equipment – sound level meters or octave band analyzers	<ul style="list-style-type: none"> <li>• High Value KFS Requisition, <i>and</i></li> <li>• Authorization by Central Purchasing Buyer</li> </ul>	EH&S	
Non-controlled substances	<ul style="list-style-type: none"> <li>• UCIBuy, PALCard <i>or</i> KFS Requisition</li> </ul>		
Non-hazardous chemicals	<ul style="list-style-type: none"> <li>• UCIBuy, Low Value Requisition <i>or</i> PALCard</li> </ul>		
Nuclear particle accelerators	<ul style="list-style-type: none"> <li>• High Value KFS Requisition, <i>and</i></li> <li>• Authorization by Central Purchasing Buyer</li> </ul>	EH&S	
Nuclear reactor vessels/fuel cells, greater than 3 feet in height – large enough so a person could enter	<ul style="list-style-type: none"> <li>• High Value KFS Requisition, <i>and</i></li> <li>• Authorization by Central Purchasing Buyer</li> </ul>	EH&S	
Office supplies	<ul style="list-style-type: none"> <li>• UCIBuy, PALCard <i>or</i> KFS Requisition</li> </ul>		
Pepper spray	<ul style="list-style-type: none"> <li>• High Value KFS Requisition, <i>and</i></li> <li>• Authorization by Central Purchasing Buyer</li> </ul>		



Commodity (Description of Good or Service)	Buying Method/Process	Approving Department	Policy Reference and Information
Periodicals and publications	<ul style="list-style-type: none"> <li>• PALCard <i>or</i> KFS Requisition</li> </ul>		
Pest control services	<ul style="list-style-type: none"> <li>• High Value KFS Requisition, <i>and</i></li> <li>• Authorization by Central Purchasing Buyer</li> </ul>		
Pesticides, fungicides and herbicides, including over-the-counter products that have an EPA registration number	<ul style="list-style-type: none"> <li>• High Value KFS Requisition, <i>and</i></li> <li>• Authorization by Central Purchasing Buyer</li> </ul>	EH&S	
Photographic prints, processing, supplies and equipment	<ul style="list-style-type: none"> <li>• PALCard <i>or</i> KFS Requisition</li> </ul>		
Photography services	<ul style="list-style-type: none"> <li>• High Value KFS Requisition, <i>and</i></li> <li>• Authorization by Central Purchasing Buyer</li> </ul>		
Plants – live or artificial for public or reception areas <b>only</b>	<ul style="list-style-type: none"> <li>• PALCard <i>or</i> KFS Requisition</li> </ul>		
Plaque – perpetual, when plaque remains property of UCI	<ul style="list-style-type: none"> <li>• PALCard <i>or</i> KFS Requisition</li> </ul>		
Playground equipment	<ul style="list-style-type: none"> <li>• High Value KFS Requisition, <i>and</i></li> <li>• Authorization by Central Purchasing Buyer</li> </ul>		
Postage stamps and postage for bulk mailings	<ul style="list-style-type: none"> <li>• PALCard</li> </ul>		
Precious metals	<ul style="list-style-type: none"> <li>• High Value KFS Requisition, <i>and</i></li> <li>• Authorization by Central Purchasing Buyer</li> </ul>		
Pressure vessels (except gas cylinders)	<ul style="list-style-type: none"> <li>• High Value KFS Requisition, <i>and</i></li> <li>• Authorization by Central Purchasing Buyer</li> </ul>	EH&S	
Printers and supplies	<ul style="list-style-type: none"> <li>• UCIBuy, PALCard <i>or</i> KFS Requisition</li> </ul>		
Printing services	<ul style="list-style-type: none"> <li>• PALCard <i>or</i> KFS Requisition</li> </ul>		
Promotional materials	<ul style="list-style-type: none"> <li>• PALCard <i>or</i> KFS Requisition</li> </ul>		
Propane	<ul style="list-style-type: none"> <li>• PALCard <i>or</i> KFS Requisition</li> </ul>		
Periodicals/Publications	<ul style="list-style-type: none"> <li>• PALCard</li> </ul>		
Purchases that require a signature on an agreement or contract	<ul style="list-style-type: none"> <li>• High Value KFS Requisition, <i>and</i></li> <li>• Authorization by Central Purchasing Buyer</li> </ul>		
Purchases that require an MTA	<ul style="list-style-type: none"> <li>• High Value KFS Requisition, <i>and</i></li> <li>• Authorization by Central Purchasing Buyer</li> </ul>		

Commodity (Description of Good or Service)	Buying Method/Process	Approving Department	Policy Reference and Information
Pyrotechnics	<ul style="list-style-type: none"> <li>High Value KFS Requisition, <b>and</b></li> <li>Authorization by Central Purchasing Buyer</li> </ul>	EH&S	
Radioactive materials or devices which contain radioactive material	<ul style="list-style-type: none"> <li>High Value KFS Requisition, <b>and</b></li> <li>Authorization by Central Purchasing Buyer</li> </ul>	EH&S	
Record storage and retrieval service	<ul style="list-style-type: none"> <li>High Value KFS Requisition, <b>and</b></li> <li>Authorization by Central Purchasing Buyer</li> </ul>		
Refrigerators and freezers (Laboratory use)	<ul style="list-style-type: none"> <li>PALCard <b>or</b> KFS Requisition</li> </ul>		<a href="#">Refrigerator and Freezer Purchasing Procedure for UCI Laboratories</a>
Remodeling or construction services	<ul style="list-style-type: none"> <li>Facilities Management</li> </ul>		
Registration fees for conferences or seminars <i>(Travel expenses may not be charged to a PALCard)</i>	<ul style="list-style-type: none"> <li>PALCard</li> </ul>		
Rental or lease of real property	<ul style="list-style-type: none"> <li>Campus Asset Management</li> </ul>		
Rental of trucks or trailers – i.e.: U-Haul	<ul style="list-style-type: none"> <li>High Value KFS Requisition, <b>and</b></li> <li>Authorization by Central Purchasing Buyer</li> </ul>		
Reprints of journal articles	<ul style="list-style-type: none"> <li>PALCard <b>or</b> KFS Requisition</li> </ul>		
Reservation of conference rooms at hotels or other locations for business meetings	<ul style="list-style-type: none"> <li>Corporate Travel VISA or personal credit card, <b>and</b></li> <li>Reimbursement through TEM (Travel and Event Management)</li> </ul>		
Retirement gifts and supplies including, gift cards, greeting cards and wrapping paper	<ul style="list-style-type: none"> <li>Corporate Travel VISA or personal credit card, <b>and</b></li> <li>Reimbursement through DV (Disbursement Voucher)</li> </ul>		
Security services- i.e. Staffpro	<ul style="list-style-type: none"> <li>High Value KFS Requisition, <b>and</b></li> <li>Authorization by Central Purchasing Buyer</li> </ul>		
Shelving units – metal only	<ul style="list-style-type: none"> <li>PALCard <b>or</b> KFS Requisition</li> </ul>		

Commodity (Description of Good or Service)	Buying Method/Process	Approving Department	Policy Reference and Information
Shredding services	<ul style="list-style-type: none"> <li>• PALCard, <b>only</b> with               <ul style="list-style-type: none"> <li>○ Orange County Shredding</li> <li>○ Recall</li> </ul> </li> <li>• For any other vendor, High Value KFS Requisition, <b>and</b></li> <li>• Authorization by Central Purchasing Buyer</li> </ul>		
Shipping services – FedEx	<ul style="list-style-type: none"> <li>• Process under development</li> </ul>		
Shipping services – DHL and UPS	<ul style="list-style-type: none"> <li>• PALCard</li> </ul>		
Translation services	<ul style="list-style-type: none"> <li>• High Value KFS Requisition, <b>and</b></li> <li>• Authorization by Central Purchasing Buyer</li> </ul>		
Teaching Supplies	<ul style="list-style-type: none"> <li>• UCIBuy, PALCard <b>or</b> KFS Requisition</li> </ul>		
Teleconference Fees	<ul style="list-style-type: none"> <li>• PALCard</li> </ul>		
Training/workshops fees for training (internet based)	<ul style="list-style-type: none"> <li>• PALCard</li> </ul>		
Typewriter Maintenance/Services	<ul style="list-style-type: none"> <li>• PALCard <b>or</b> KFS Requisition</li> </ul>		
UCI Bookstore and Computer Store	<ul style="list-style-type: none"> <li>• PALCard or Departmental Recharge through Bookstore</li> </ul>		
Website Hosting/Maintenance	<ul style="list-style-type: none"> <li>• PALCard <b>or</b> KFS Requisition (if contract is required)</li> </ul>		

Notes: Words underlined in [blue](#), indicate a web link with additional information.

Last Updated 7/01/14