

Purchasing Methods Guide

Revised: 7.3.18

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.**

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

Commodity (Description of Good or Service)	Buying Tool(s)	Authorized Buyer	Additional 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"> KFS Requisition 	Procurement Services	EH&S	707-10, Section L
Abstracts	<ul style="list-style-type: none"> PALCard 	Department		
Advertising, including employment ads (internet e.g. Google, Craigslist, periodicals, and radio)	<ul style="list-style-type: none"> PALCard KFS Requisition 	Department		
Alarm systems and services*	<ul style="list-style-type: none"> KFS Requisition 	Procurement Services		Check to see if Fair Wage/Fair Work or Prevailing Wage apply.
Animals	<ul style="list-style-type: none"> KFS Requisition 	ULAR		
Appliances for non -housing areas	<ul style="list-style-type: none"> KFS Requisition 	Procurement Services		
Appliances for housing areas only	<ul style="list-style-type: none"> PALCard KFS Requisition 	Department		
Artwork, décor, frames, framing, and plants for public or reception areas only	<ul style="list-style-type: none"> PALCard KFS Requisition 	Department		
Asbestos-containing materials	<ul style="list-style-type: none"> KFS Requisition 	Procurement Services	EH&S	707-10, Section L, Asbestos Mgmt Program—Operations and Maintenance Plan
Athletic supplies and apparel	<ul style="list-style-type: none"> PALCard KFS Requisition 	Department		
Audio visual equipment, including carts (purchase)	<ul style="list-style-type: none"> PALCard KFS Requisition 	Department		
Audio visual equipment, including carts (rental)	<ul style="list-style-type: none"> KFS Requisition 	Procurement Services		
Auctions, internet (eBay, uBid, eBid, etc.)	Restricted			707-10, Section F, Internet Auction Policy
Autoclaves	<ul style="list-style-type: none"> KFS Requisition 	Procurement Services		
Automatic External Defibrillator (AED)	<ul style="list-style-type: none"> KFS Requisition 	Procurement Services	EH&S	707-10, Section L
Awards - perpetual (award remains University property)	<ul style="list-style-type: none"> PALCard KFS Requisition 	Department		

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Commodity (Description of Good or Service)	Buying Tool(s)	Authorized Buyer	Additional Approving Department	Policy Reference and Information
Awards given to individuals, employees, non-employees or students (award is their personal property)	<ul style="list-style-type: none"> Corporate Card (event and non-event) <ul style="list-style-type: none"> Reimbursement through ENT Or personal funds <ul style="list-style-type: none"> Reimbursement through DV 			G-41,700-13,G-42
Banners and flags	<ul style="list-style-type: none"> PALCard 	Department		
Barbecue grills – gas and electric only	<ul style="list-style-type: none"> PALCard KFS Requisition 	Department		Fire Prevention Policy 6.7.2.1
Billing services, non-patient care	<ul style="list-style-type: none"> KFS Requisition 	Procurement Services		
Billing Services, patient care	<ul style="list-style-type: none"> Contact Risk Management 			
Biological safety cabinets	<ul style="list-style-type: none"> KFS Requisition 	Procurement Services	EH&S	707-10, Section L
Bookcases and shelving	<ul style="list-style-type: none"> KFS Requisition 	Procurement Services		
Bottled water – bulk or single serving bottles	<ul style="list-style-type: none"> PALCard 	Department		
Bus charter services – only with UCI-approved suppliers <ul style="list-style-type: none"> Pacific Coast Sightseeing - DBA: SoCal Grayline, Coach USA Certified Lux Bus America 	<ul style="list-style-type: none"> PALCard 	Department		
Bus charter services – all other companies not listed above	<ul style="list-style-type: none"> KFS Requisition 	Procurement Services		
Butane	<ul style="list-style-type: none"> PALCard KFS Requisition 	Department		
Cable and pay-television installation services*	<ul style="list-style-type: none"> KFS Requisition 	Procurement Services		Check to see if Fair Wage/Fair Work or Prevailing Wage apply.
Canopies and tents – purchase or rental	<ul style="list-style-type: none"> KFS Requisition 	Procurement Services		
Canopy hoods, stationary/portable extractor systems (arm and nozzle)	<ul style="list-style-type: none"> KFS Requisition 	Procurement Services	EH&S	707-10, Section L
Canvas for tents or floor covering	<ul style="list-style-type: none"> KFS Requisition 	Procurement Services		
Carcinogenic chemicals (regulated)	<ul style="list-style-type: none"> KFS Requisition 	Procurement Services	EH&S	Regulated Carcinogens
Carpets, rugs and floor coverings	<ul style="list-style-type: none"> KFS Requisition 	Procurement Services		
Carpet cleaning service, equipment and supplies*	<ul style="list-style-type: none"> KFS Requisition 	Procurement Services		Check to see if Fair Wage/Fair Work or Prevailing Wage apply.

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Commodity (Description of Good or Service)	Buying Tool(s)	Authorized Buyer	Additional Approving Department	Policy Reference and Information
Cascade systems (six packs) or tube trailers for compressed Gases	<ul style="list-style-type: none"> KFS Requisition 	Procurement Services	EH&S	707-10, Section L
Caterers and Catering Services	<ul style="list-style-type: none"> Hospitality and Dining Services 	Hospitality and Dining Services		Email food@uci.edu
Cell phones, service and data	<ul style="list-style-type: none"> PALCard 	Department		
Charters – when transportation includes a driver, i.e. shuttle, limousine or boat*	<ul style="list-style-type: none"> KFS Requisition 	Procurement Services		Check to see if Fair Wage/Fair Work or Prevailing Wage apply.
Chemical Vapor Deposition (CVD) reaction chambers or reactors, and Metal Organic Chemical Vapor Deposition (MOCVD) systems	<ul style="list-style-type: none"> KFS Requisition 	Procurement Services	EH&S	707-10, Section L
Cleaning chemicals (except bleach or for carpet)	<ul style="list-style-type: none"> UCIBuy PALCard KFS Requisition 	Department		
Cleaning equipment (vacuum cleaner, broom, mop, etc.)	<ul style="list-style-type: none"> UCIBuy PALCard KFS Requisition 	Department		
Coffee service and supplies for official UCI business (<i>not for employee personal use</i>)	<ul style="list-style-type: none"> PALCard KFS Requisition 	Department		
Compressed gases (carbon dioxide, helium, nitrogen, etc.)	<ul style="list-style-type: none"> UCIBuy PALCard KFS Requisition 	Department		
Computer hardware and peripherals	<ul style="list-style-type: none"> UCIBuy PALCard KFS Requisition 	Department		
Computer software or services	<ul style="list-style-type: none"> UCIBuy KFS Requisition PALCard 	Department		IT Accessibility Information Security & Privacy
Conference call services	<ul style="list-style-type: none"> PALCard 	Department		
Confined space entry equipment – body harness, tripod, winch, air monitoring equipment (e.g. oxygen/VOC/multi-gas, LEL/flammable gas detector)	<ul style="list-style-type: none"> KFS Requisition 	Procurement Services	EH&S	Confined Space Management Program
Construction services*	<ul style="list-style-type: none"> Facilities Management 			Check to see if Fair Wage/Fair Work or Prevailing Wage apply.

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Consultant agreement or non-employment contract services*	<ul style="list-style-type: none"> • KFS Requisition • 	Procurement Services		Check to see if Fair Wage/Fair Work or Prevailing Wage apply.
Controlled substances including precursor chemicals (i.e. narcotics and other drugs)	<ul style="list-style-type: none"> • KFS Requisition 	Procurement Services	EH&S	Controlled Substances Including Precursor Chemicals ; DEA drug schedules, II-V
Cryostats	<ul style="list-style-type: none"> • KFS Requisition 	Procurement Services	EH&S	707-10, Section L
DEA (Drug Enforcement Agency) license and renewal	<ul style="list-style-type: none"> • PALCard 	Department		
Design services – web, logo, publications, etc.*	<ul style="list-style-type: none"> • KFS Requisition 	Procurement Services		Check to see if Fair Wage/Fair Work or Prevailing Wage apply.
Donation or sponsorship of a profit or non-profit organization, program, etc.	<ul style="list-style-type: none"> • Payment through DV— reason code Q (Disbursement Voucher) 			
Donor cultivation and promotional supplies for fundraising	<ul style="list-style-type: none"> • PALCard • KFS Requisition 	Department		
Draperies and drapery cleaning*	<ul style="list-style-type: none"> • KFS Requisition 	Procurement Services		Check to see if Fair Wage/Fair Work or Prevailing Wage apply.
Drones – UAV or UAS (Unmanned Aerial Vehicles or Unmanned Aerial Systems)	<ul style="list-style-type: none"> • KFS Requisition • PALCard 	Procurement Services Department		Email: Dronesafety@uci.edu
Dust or gas masks, and respiratory equipment	<ul style="list-style-type: none"> • KFS Requisition 	Procurement Services	EH&S	Respiratory Protection
Engraving services on awards or items gifted to individuals, employees, non-employees or students	<ul style="list-style-type: none"> • Corporate Card (event and non-event) <ul style="list-style-type: none"> ○ Reimbursement through ENT • Or personal funds <ul style="list-style-type: none"> ○ Reimbursement through DV 			G-41,G-42
Equipment emitting any air pollutant (combustion sources – boilers, furnaces, heaters, incinerators, kilns)	<ul style="list-style-type: none"> • KFS Requisition 	Procurement Services	EH&S	707-10, Section L

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Commodity (Description of Good or Service)	Buying Tool(s)	Authorized Buyer	Additional Approving Department	Policy Reference and Information
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"> • KFS Requisition 	Procurement Services	EH&S	707-10, Section L
Equipment lease or rental	<ul style="list-style-type: none"> • KFS Requisition 	Procurement Services		
Equipment moving services	<ul style="list-style-type: none"> • Facilities Management 			
Ergonomic equipment – keyboard tray/platform, adjustable workstation, arm/stand for monitor, etc.	<ul style="list-style-type: none"> • KFS Requisition 	Procurement Services		
Ethyl alcohol (ethanol), tax- free	<ul style="list-style-type: none"> • Transportation and Distribution Services 			How to Order Tax-Free Ethyl Alcohol
Exhibit booth fees at conventions and trade shows	<ul style="list-style-type: none"> • PALCard • KFS Requisition 	Department		
Explosives and blasting materials	<ul style="list-style-type: none"> • KFS Requisition 	Procurement Services	EH&S	707-10, Section L
Extended warranties	<ul style="list-style-type: none"> • PALCard • KFS Requisition 	Department		
Extermination services*	<ul style="list-style-type: none"> • KFS Requisition 	Procurement Services		Check to see if Fair Wage/Fair Work or Prevailing Wage apply.
Facility repairs or renovations – carpentry, electrical, painting, plumbing, etc.*	<ul style="list-style-type: none"> • Facilities Management 			Check to see if Fair Wage/Fair Work or Prevailing Wage apply.
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"> • KFS Requisition 	Procurement Services	EH&S	Cal/OSHA –Fall Protection for the Construction Industry
Firearms and ammunition, including prop replica and blank Guns	<ul style="list-style-type: none"> • KFS Requisition 	Procurement Services	UCI Police Department	
Flowers – sympathy or gift	<ul style="list-style-type: none"> • Corporate Card (event and non-event) <ul style="list-style-type: none"> ○ Reimbursement through ENT • Or personal funds <ul style="list-style-type: none"> ○ Reimbursement through DV 			G-41

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Flowers – decoration for UCI-approved events	<ul style="list-style-type: none"> • Pre-approval required from PALCard@uci.edu • After approval, use: <ul style="list-style-type: none"> ○ PALCard ○ KFS Requisition 	Department		
Food, snacks or beverages for official UCI business meetings	<ul style="list-style-type: none"> • UCI-approved caterer and direct payment through ENT (Entertainment Reimbursement) • Corporate Card or personal credit card, and • Reimbursement through ENT 			
Food for childcare service locations	<ul style="list-style-type: none"> • PALCard • KFS Requisition 	Department		
Freezer program, in-house	<ul style="list-style-type: none"> • PALCard • KFS Requisition 	Department		
Freight service, shipping or relocation of equipment, exhibitions, etc.	<ul style="list-style-type: none"> • KFS Requisition 	Procurement Services		
Fume hoods/fume extraction devices, ducted/ductless fume hoods and laminar flow hoods	<ul style="list-style-type: none"> • KFS Requisition 	Procurement Services	EH&S	707-10, Section L
Fume hood certification	<ul style="list-style-type: none"> • PALCard • KFS Requisition 	Department		Check to see if Fair Wage/Fair Work or Prevailing Wage apply.
Furniture from Tangram web store only	<ul style="list-style-type: none"> • UCIBuy • PALCard • KFS Requisition 	Department		Tangram online store – ZOTPortal login required
Furniture purchase (New) – any type including chairs, couches, desks, tables, cabinets, etc.	<ul style="list-style-type: none"> • KFS Requisition 	Procurement Services		
Furniture purchase (Pre-Owned) – any type including chairs, couches, desks, tables, cabinets, etc.	<ul style="list-style-type: none"> • KFS Requisition 	Procurement Services		How to purchase pre-owned furniture.
Furniture rental – non-fabric chairs, tables and umbrellas	<ul style="list-style-type: none"> • PALCard • KFS Requisition 	Department		
Furniture rental – fabric or upholstered chairs, etc.	<ul style="list-style-type: none"> • KFS Requisition 	Procurement Services		

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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/plants, gift cards, plaques, UCI-logo attire, promotional items, gift wrap and paper/packaging supplies etc.	<ul style="list-style-type: none"> Corporate Card (event and non-event) <ul style="list-style-type: none"> Reimbursement through ENT Or personal funds <ul style="list-style-type: none"> Reimbursement through DV 			G-41,G-42
Hazardous chemicals and materials (as identified by UNSPSC)	<ul style="list-style-type: none"> KFS Requisition 	Procurement Services	EH&S	707-10, Section L
Hotel conference room reservation for group attendance at business meeting	<ul style="list-style-type: none"> Corporate Card or personal credit card, and Reimbursement through TEM (Travel and Event Management) 			
HVAC equipment and services (heating, ventilating and air conditioning)*	<ul style="list-style-type: none"> Facilities Management 			Check to see if Fair Wage/Fair Work or Prevailing Wage apply.
Installations of furniture or equipment*	<ul style="list-style-type: none"> KFS Requisition 	Procurement Services		Check to see if Fair Wage/Fair Work or Prevailing Wage apply.
Insurance	<ul style="list-style-type: none"> Consult with Risk Management 			
International purchases that do not have to be routed through U.S. Customs	<ul style="list-style-type: none"> PALCard KFS Requisition 	Department		
Janitorial services	<ul style="list-style-type: none"> Facilities Management 			
Janitorial supplies	<ul style="list-style-type: none"> UCIBuy PALCard KFS Requisition 	Department		
Kitchen supplies and 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"> PALCard KFS Requisition 	Department		
Kitchen equipment/appliances not used by department staff in a break area	<ul style="list-style-type: none"> KFS Requisition 	Procurement Services		
Laboratory shelving – open type	<ul style="list-style-type: none"> KFS Requisition 	Procurement Services		

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Laboratory supplies	<ul style="list-style-type: none"> UCIBuy PALCard KFS Requisition 	Department		
Laboratory tests for patients (research protocol)	<ul style="list-style-type: none"> KFS Requisition 	Procurement Services		
Landscape services*	<ul style="list-style-type: none"> KFS Requisition 	Procurement Services		Check to see if Fair Wage/Fair Work or Prevailing Wage apply.
Lasers and masers	<ul style="list-style-type: none"> KFS Requisition 	Procurement Services	EH&S	707-10, Section L
Laundry of uniforms and lab coats	<ul style="list-style-type: none"> UCIBuy PALCard KFS Requisition 	Department		
Leases for equipment	<ul style="list-style-type: none"> KFS Requisition 	Procurement Services		
Legal services (excluding hire of outside Counsel)*	<ul style="list-style-type: none"> KFS Requisition 	Procurement Services		Check to see if Fair Wage/Fair Work or Prevailing Wage apply.
Mailing lists	<ul style="list-style-type: none"> PALCard KFS Requisition 	Department		
Maintenance agreements – preventive	<ul style="list-style-type: none"> KFS Requisition 	Procurement Services		
Marketing materials	<ul style="list-style-type: none"> PALCard 	Department		
Marketing services*	<ul style="list-style-type: none"> KFS Requisition 	Procurement Services		Check to see if Fair Wage/Fair Work or Prevailing Wage apply.
Mattresses	<ul style="list-style-type: none"> KFS Requisition 	Procurement Services		
Medical license renewal	<ul style="list-style-type: none"> PALCard 	Department		
Medical staff dues	<ul style="list-style-type: none"> PALCard 	Department		
Medical residency matching program fees	<ul style="list-style-type: none"> PALCard 	Department		
Medical supplies	<ul style="list-style-type: none"> UCIBuy PALCard KFS Requisition 	Department		
Meeting supplies only for official University business – plates, napkins, utensils (no food, snacks, beverages)	<ul style="list-style-type: none"> UCIBuy PALCard KFS Requisition 	Department		
Memberships – annual professional only (lifetime memberships not permitted)	<ul style="list-style-type: none"> PALCard 	Department		BUS 43, Sec V

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Methane	<ul style="list-style-type: none"> • PALCard • KFS Requisition 	Department		
Microtomes	<ul style="list-style-type: none"> • KFS Requisition 	Procurement Services	EH&S	
Mortuary services	<ul style="list-style-type: none"> • KFS Requisition 	Procurement Services		
Motorized carts and low speed vehicles	<ul style="list-style-type: none"> • KFS Requisition 	Procurement Services	EH&S	Golf Cart Type and Low Speed
Moving services – household or office and industrial*	<ul style="list-style-type: none"> • KFS Requisition 	Procurement Services		Check to see if Fair Wage/Fair Work or Prevailing Wage apply.
Nitrogen, liquid	<ul style="list-style-type: none"> • PALCard • KFS Requisition 	Department		
Noise monitoring equipment – sound level meters or octave band analyzers	<ul style="list-style-type: none"> • KFS Requisition 	Procurement Services	EH&S	707-10, Section L
Non-controlled substances	<ul style="list-style-type: none"> • UCIBuy • PALCard • KFS Requisition 	Department		
Non-hazardous chemicals	<ul style="list-style-type: none"> • UCIBuy • PALCard • KFS Requisition 	Department		
Nuclear particle accelerators	<ul style="list-style-type: none"> • KFS Requisition 	Procurement Services	EH&S	707-10, Section L
Nuclear reactor vessels/fuel cells, greater than 3 feet in height – large enough so a person could enter	<ul style="list-style-type: none"> • KFS Requisition 	Procurement Services	EH&S	707-10, Section L
Office supplies	<ul style="list-style-type: none"> • UCIBuy • PALCard • KFS Requisition 	Department		
Pepper spray	<ul style="list-style-type: none"> • KFS Requisition 	Procurement Services		
Periodicals and publications	<ul style="list-style-type: none"> • PALCard • KFS Requisition 	Department		
Pest control services*	<ul style="list-style-type: none"> • KFS Requisition 	Procurement Services		Check to see if Fair Wage/Fair Work or Prevailing Wage apply.
Pesticides, fungicides and herbicides, including over-the-counter products that have an EPA registration number	<ul style="list-style-type: none"> • KFS Requisition 	Procurement Services	EH&S	707-10, Section L
Photographic prints, processing, supplies and equipment	<ul style="list-style-type: none"> • PALCard • KFS Requisition 	Department		

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Photography services*	<ul style="list-style-type: none"> • KFS Requisition 	Procurement Services		Check to see if Fair Wage/Fair Work or Prevailing Wage apply.
Plants – live or artificial for public or reception areas only	<ul style="list-style-type: none"> • PALCard • KFS Requisition 	Department		
Plaque – perpetual, when plaque remains property of UCI	<ul style="list-style-type: none"> • PALCard • KFS Requisition 	Department		
Playground equipment	<ul style="list-style-type: none"> • KFS Requisition 	Procurement Services		
Postage stamps and postage for bulk mailings	<ul style="list-style-type: none"> • PALCard 	Department		
Precious metals	<ul style="list-style-type: none"> • KFS Requisition 	Procurement Services		
Pressure vessels (except gas cylinders)	<ul style="list-style-type: none"> • KFS Requisition 	Procurement Services	EH&S	707-10, Section L
Printers and supplies	<ul style="list-style-type: none"> • UCIBuy • PALCard • KFS Requisition 	Department		
Printing services	<ul style="list-style-type: none"> • PALCard • KFS Requisition 	Department		
Promotional materials	<ul style="list-style-type: none"> • PALCard • KFS Requisition 	Department		
Propane	<ul style="list-style-type: none"> • PALCard • KFS Requisition 	Department		
Periodicals/publications	<ul style="list-style-type: none"> • PALCard 	Department		
Purchases that require a signature on an agreement or contract	<ul style="list-style-type: none"> • KFS Requisition 	Procurement Services		
Purchases that require an Materials Transfer Agreement (transfer of tangible research materials between UCI and a nongovernmental entity to conduct scientific research)	<ul style="list-style-type: none"> • KFS Requisition 	Department		Office of Research
Pyrotechnics	<ul style="list-style-type: none"> • KFS Requisition 	Procurement Services	EH&S	707-10, Section L
Radioactive materials or devices which contain radioactive material	<ul style="list-style-type: none"> • KFS Requisition 	Procurement Services	EH&S	707-10, Section L
Reactor vessels	<ul style="list-style-type: none"> • KFS Requisition 	Procurement Services	EH&S	707-10, Section L
Record storage and retrieval service*	<ul style="list-style-type: none"> • KFS Requisition 	Procurement Services		Check to see if Fair Wage/Fair Work or Prevailing Wage apply.

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Refrigerators and freezers (laboratory use)	<ul style="list-style-type: none"> UCIBuy PALCard KFS Requisition 	Department		Refrigerator and Freezer Purchasing Procedure for UCI Laboratories
Remodeling or construction services*	<ul style="list-style-type: none"> Facilities Management 			Check to see if Fair Wage/Fair Work or Prevailing Wage apply.
Registration fees for conferences or seminars <i>(Travel expenses may not be charged to a PALCard)</i>	<ul style="list-style-type: none"> PALCard DV (Only if Credit card is not accepted. Use Reason code L) 	Department		
Rental or lease of real property	<ul style="list-style-type: none"> Campus Asset Management 			
Rental of trucks or trailers – i.e. U-Haul, etc.	<ul style="list-style-type: none"> KFS Requisition 	Procurement Services		
Reprints of journal articles	<ul style="list-style-type: none"> PALCard KFS Requisition 	Department		
Reservation of conference rooms at hotels or other locations for business meetings	<ul style="list-style-type: none"> Corporate Card or personal credit card, and Reimbursement through TEM (Travel and Event Management) 			
Retirement gifts and supplies including, gift cards, greeting cards and wrapping paper	<ul style="list-style-type: none"> Corporate Card (event and non-event) <ul style="list-style-type: none"> Reimbursement through ENT Or personal funds <ul style="list-style-type: none"> Reimbursement through DV 			G-41
Security Camera	<ul style="list-style-type: none"> PALCard KFS Requisition 	Department		Pre-approval required from PALCard Team for PALCard purchases
Security services – Staffpro, etc.*	<ul style="list-style-type: none"> KFS Requisition 	Procurement Services		Check to see if Fair Wage/Fair Work or Prevailing Wage apply.
Shelving units – metal only	<ul style="list-style-type: none"> PALCard KFS Requisition 	Department	???	

Purchasing Methods Guide

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.**

Commodity (Description of Good or Service)	Buying Tool(s)	Authorized Buyer	Additional Approving Department	Policy Reference and Information
Shredder	<ul style="list-style-type: none"> UCIBuy PALCard KFS Requisition 	Department		
Shredding services*	<ul style="list-style-type: none"> PALCard, only with <ul style="list-style-type: none"> Orange County Shredding, or Recall For any other vendor, use KFS Requisition 	Department Procurement Services		Check to see if Fair Wage/Fair Work or Prevailing Wage apply.
Shipping services – FedEx	<ul style="list-style-type: none"> Ghosted PALCard Expedited FedEx Acct. 	Procurement Services		
Shipping services – DHL and UPS	<ul style="list-style-type: none"> PALCard 	Department		
Storage – offsite	<ul style="list-style-type: none"> Campus Asset Management 			
Translation services*	<ul style="list-style-type: none"> KFS Requisition 	Procurement Services		Check to see if Fair Wage/Fair Work or Prevailing Wage apply.
Teaching supplies	<ul style="list-style-type: none"> UCIBuy PALCard KFS Requisition 	Department		
Teleconference fees	<ul style="list-style-type: none"> PALCard 	Department		
Training/workshops fees for training (internet based)	<ul style="list-style-type: none"> PALCard 	Department		
Typewriter maintenance/services*	<ul style="list-style-type: none"> PALCard KFS Requisition 	Department		Check to see if Fair Wage/Fair Work or Prevailing Wage apply.
UCI Bookstore (The Hill)	<ul style="list-style-type: none"> PALCard (preferred) KFS Requisition 	Department		
Website hosting/maintenance	<ul style="list-style-type: none"> PALCard KFS Requisition, if contract is required 	Department		
Window coverings	<ul style="list-style-type: none"> KFS Requisition 	Procurement Services		