

Purchasing Methods Guide

Revised: 08/15/17

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 	Central Purchasing	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 	Central Purchasing		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 	Central Purchasing		
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 	Central Purchasing	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 	Central Purchasing		
Auctions, internet (eBay, uBid, eBid, etc.)	Restricted			707-10, Section F, Internet Auction Policy
Autoclaves	<ul style="list-style-type: none"> KFS Requisition 	Central Purchasing		
Automatic External Defibrillator (AED)	<ul style="list-style-type: none"> KFS Requisition 	Central Purchasing	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
Awards - perpetual (award remains University property)	<ul style="list-style-type: none"> • PALCard • KFS Requisition 	Department		
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 	Central Purchasing		
Billing Services, patient care	<ul style="list-style-type: none"> • Contact Risk Management 			
Biological safety cabinets	<ul style="list-style-type: none"> • KFS Requisition 	Central Purchasing	EH&S	707-10, Section L
Bookcases and shelving	<ul style="list-style-type: none"> • KFS Requisition 	Central Purchasing		
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 	Central Purchasing		
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 	Central Purchasing		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 	Central Purchasing		

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Canopy hoods, stationary/portable extractor systems (arm and nozzle)	<ul style="list-style-type: none"> • KFS Requisition 	Central Purchasing	EH&S	707-10, Section L
Canvas for tents or floor covering	<ul style="list-style-type: none"> • KFS Requisition 	Central Purchasing		
Carcinogenic chemicals (regulated)	<ul style="list-style-type: none"> • KFS Requisition 	Central Purchasing	EH&S	Regulated Carcinogens
Carpets, rugs and floor coverings	<ul style="list-style-type: none"> • KFS Requisition 	Central Purchasing		
Carpet cleaning service, equipment and supplies*	<ul style="list-style-type: none"> • KFS Requisition 	Central Purchasing		Check to see if Fair Wage/Fair Work or Prevailing Wage apply.
Cascade systems (six packs) or tube trailers for compressed Gases	<ul style="list-style-type: none"> • KFS Requisition 	Central Purchasing	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 	Central Purchasing		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 	Central Purchasing	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		

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Commodity (Description of Good or Service)	Buying Tool(s)	Authorized Buyer	Additional Approving Department	Policy Reference and Information
Computer software or services	<ul style="list-style-type: none"> UCIBuy KFS Requisition PALCard—must receive preauthorization from PALCard@uci.edu 	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 	Central Purchasing	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.
Consultant agreement or non-employment contract services*	<ul style="list-style-type: none"> KFS Requisition 	Central Purchasing		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 	Central Purchasing	EH&S	Controlled Substances Including Precursor Chemicals ; DEA drug schedules, II-V
Cryostats	<ul style="list-style-type: none"> KFS Requisition 	Central Purchasing	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 	Central Purchasing		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 	Central Purchasing		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 	Central Purchasing		Email: Dronesafety@uci.edu

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Commodity (Description of Good or Service)	Buying Tool(s)	Authorized Buyer	Additional Approving Department	Policy Reference and Information
Dust or gas masks, and respiratory equipment	<ul style="list-style-type: none"> • KFS Requisition 	Central Purchasing	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 	Central Purchasing	EH&S	707-10, Section L
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 	Central Purchasing	EH&S	707-10, Section L
Equipment lease or rental	<ul style="list-style-type: none"> • KFS Requisition 	Central Purchasing		
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 	Central Purchasing		
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 	Central Purchasing	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 	Central Purchasing		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.

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Commodity (Description of Good or Service)	Buying Tool(s)	Authorized Buyer	Additional Approving Department	Policy Reference and Information
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 	Central Purchasing	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 	Central Purchasing	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
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 	Central Purchasing		

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Commodity (Description of Good or Service)	Buying Tool(s)	Authorized Buyer	Additional Approving Department	Policy Reference and Information
Fume hoods/fume extraction devices, ducted/ductless fume hoods and laminar flow hoods	<ul style="list-style-type: none"> • KFS Requisition 	Central Purchasing	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 – any type including chairs, couches, desks, tables, cabinets, etc.	<ul style="list-style-type: none"> • KFS Requisition 	Central Purchasing		
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 	Central Purchasing		
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 	Central Purchasing	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 	Central Purchasing		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
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 	Central Purchasing		
Laboratory shelving – open type	<ul style="list-style-type: none"> KFS Requisition 	Central Purchasing		
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 	Central Purchasing		
Landscape services*	<ul style="list-style-type: none"> KFS Requisition 	Central Purchasing		Check to see if Fair Wage/Fair Work or Prevailing Wage apply.
Lasers and masers	<ul style="list-style-type: none"> KFS Requisition 	Central Purchasing	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 	Central Purchasing		
Legal services (excluding hire of outside Counsel)*	<ul style="list-style-type: none"> KFS Requisition 	Central Purchasing		Check to see if Fair Wage/Fair Work or Prevailing Wage apply.

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Mailing lists	<ul style="list-style-type: none"> • PALCard • KFS Requisition 	Department		
Maintenance agreements – preventive	<ul style="list-style-type: none"> • KFS Requisition 	Central Purchasing		
Marketing materials	<ul style="list-style-type: none"> • PALCard 	Department		
Marketing services*	<ul style="list-style-type: none"> • KFS Requisition 	Central Purchasing		Check to see if Fair Wage/Fair Work or Prevailing Wage apply.
Mattresses	<ul style="list-style-type: none"> • KFS Requisition 	Central Purchasing		
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
Methane	<ul style="list-style-type: none"> • PALCard • KFS Requisition 	Department		
Microtomes	<ul style="list-style-type: none"> • KFS Requisition 	Central Purchasing	EH&S	
Mortuary services	<ul style="list-style-type: none"> • KFS Requisition 	Central Purchasing		
Motorized carts and low speed vehicles	<ul style="list-style-type: none"> • KFS Requisition 	Central Purchasing	EH&S	Golf Cart Type and Low Speed
Moving services – household or office and industrial*	<ul style="list-style-type: none"> • KFS Requisition 	Central Purchasing		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 	Central Purchasing	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
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 	Central Purchasing	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 	Central Purchasing	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 	Central Purchasing		
Periodicals and publications	<ul style="list-style-type: none"> PALCard KFS Requisition 	Department		
Pest control services*	<ul style="list-style-type: none"> KFS Requisition 	Central Purchasing		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 	Central Purchasing	EH&S	707-10, Section L
Photographic prints, processing, supplies and equipment	<ul style="list-style-type: none"> PALCard KFS Requisition 	Department		
Photography services*	<ul style="list-style-type: none"> KFS Requisition 	Central Purchasing		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 	Central Purchasing		
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 	Central Purchasing		

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Pressure vessels (except gas cylinders)	<ul style="list-style-type: none"> • KFS Requisition 	Central Purchasing	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 	Central Purchasing		
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 	Central Purchasing	EH&S	707-10, Section L
Radioactive materials or devices which contain radioactive material	<ul style="list-style-type: none"> • KFS Requisition 	Central Purchasing	EH&S	707-10, Section L
Reactor vessels	<ul style="list-style-type: none"> • KFS Requisition 	Central Purchasing	EH&S	707-10, Section L
Record storage and retrieval service*	<ul style="list-style-type: none"> • KFS Requisition 	Central Purchasing		Check to see if Fair Wage/Fair Work or Prevailing Wage apply.
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		

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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 	Central Purchasing		
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 services – Staffpro, etc.*	<ul style="list-style-type: none"> • KFS Requisition 	Central Purchasing		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	???	
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 Central Purchasing		Check to see if Fair Wage/Fair Work or Prevailing Wage apply.

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
Shipping services – FedEx	<ul style="list-style-type: none"> • Ghosted PALCard • Expedited FedEx Acct. 	Central Purchasing		
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 	Central Purchasing		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 	Central Purchasing		