

# Purchasing Methods Guide

Revised: 10/19/17

**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"> <li>KFS Requisition</li> </ul>	Central Purchasing	EH&S	<a href="#">707-10, Section L</a>
Abstracts	<ul style="list-style-type: none"> <li>PALCard</li> </ul>	Department		
Advertising, including employment ads (internet e.g. Google, Craigslist, periodicals, and radio)	<ul style="list-style-type: none"> <li>PALCard</li> <li>KFS Requisition</li> </ul>	Department		
Alarm systems and services*	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing		<a href="#">Check to see if Fair Wage/Fair Work or Prevailing Wage apply.</a>
Animals	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	ULAR		
Appliances for <b>non</b> -housing areas	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing		
Appliances for housing areas <b>only</b>	<ul style="list-style-type: none"> <li>PALCard</li> <li>KFS Requisition</li> </ul>	Department		
Artwork, décor, frames, framing, and plants for public or reception areas <b>only</b>	<ul style="list-style-type: none"> <li>PALCard</li> <li>KFS Requisition</li> </ul>	Department		
Asbestos-containing materials	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing	EH&S	707-10, Section L, <a href="#">Asbestos Mgmt Program—Operations and Maintenance Plan</a>
Athletic supplies and apparel	<ul style="list-style-type: none"> <li>PALCard</li> <li>KFS Requisition</li> </ul>	Department		
Audio visual equipment, including carts (purchase)	<ul style="list-style-type: none"> <li>PALCard</li> <li>KFS Requisition</li> </ul>	Department		
Audio visual equipment, including carts (rental)	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing		
Auctions, internet (eBay, uBid, eBid, etc.)	<b>Restricted</b>			<a href="#">707-10, Section F, Internet Auction Policy</a>
Autoclaves	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing		
Automatic External Defibrillator (AED)	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing	EH&S	<a href="#">707-10, Section L</a>

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Commodity (Description of Good or Service)	Buying Tool(s)	Authorized Buyer	Additional Approving Department	Policy Reference and Information
Awards - <b>perpetual</b> (award remains University property)	<ul style="list-style-type: none"> <li>• PALCard</li> <li>• KFS Requisition</li> </ul>	Department		
Awards given to individuals, employees, non-employees or students (award is their personal property)	<ul style="list-style-type: none"> <li>• Corporate Card (event and non-event)                             <ul style="list-style-type: none"> <li>○ Reimbursement through ENT</li> </ul> </li> <li>• Or personal funds                             <ul style="list-style-type: none"> <li>○ Reimbursement through DV</li> </ul> </li> </ul>			<a href="#">G-41,700-13,G-42</a>
Banners and flags	<ul style="list-style-type: none"> <li>• PALCard</li> </ul>	Department		
Barbecue grills – gas and electric only	<ul style="list-style-type: none"> <li>• PALCard</li> <li>• KFS Requisition</li> </ul>	Department		<a href="#">Fire Prevention Policy 6.7.2.1</a>
Billing services, non-patient care	<ul style="list-style-type: none"> <li>• KFS Requisition</li> </ul>	Central Purchasing		
Billing Services, patient care	<ul style="list-style-type: none"> <li>• Contact <a href="#">Risk Management</a></li> </ul>			
Biological safety cabinets	<ul style="list-style-type: none"> <li>• KFS Requisition</li> </ul>	Central Purchasing	EH&S	<a href="#">707-10, Section L</a>
Bookcases and shelving	<ul style="list-style-type: none"> <li>• KFS Requisition</li> </ul>	Central Purchasing		
Bottled water – bulk or single serving bottles	<ul style="list-style-type: none"> <li>• PALCard</li> </ul>	Department		
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>	Department		
Bus charter services – all other companies not listed above	<ul style="list-style-type: none"> <li>• KFS Requisition</li> </ul>	Central Purchasing		
Butane	<ul style="list-style-type: none"> <li>• PALCard</li> <li>• KFS Requisition</li> </ul>	Department		
Cable and pay-television installation services*	<ul style="list-style-type: none"> <li>• KFS Requisition</li> </ul>	Central Purchasing		<a href="#">Check to see if Fair Wage/Fair Work or Prevailing Wage apply.</a>
Canopies and tents – purchase or rental	<ul style="list-style-type: none"> <li>• KFS Requisition</li> </ul>	Central Purchasing		

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Commodity (Description of Good or Service)	Buying Tool(s)	Authorized Buyer	Additional Approving Department	Policy Reference and Information
Canopy hoods, stationary/portable extractor systems (arm and nozzle)	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing	EH&S	<a href="#">707-10, Section L</a>
Canvas for tents or floor covering	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing		
Carcinogenic chemicals (regulated)	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing	EH&S	<a href="#">Regulated Carcinogens</a>
Carpets, rugs and floor coverings	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing		
Carpet cleaning service, equipment and supplies*	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing		Check to see if <a href="#">Fair Wage/Fair Work</a> or <a href="#">Prevailing Wage</a> apply.
Cascade systems (six packs) or tube trailers for compressed Gases	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing	EH&S	<a href="#">707-10, Section L</a>
Caterers and Catering Services	<ul style="list-style-type: none"> <li>Hospitality and Dining Services</li> </ul>	Hospitality and Dining Services		Email <a href="mailto:food@uci.edu">food@uci.edu</a>
Cell phones, service and data	<ul style="list-style-type: none"> <li>PALCard</li> </ul>	Department		
Charters – when transportation includes a driver, i.e. shuttle, limousine or boat*	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing		Check to see if <a href="#">Fair Wage/Fair Work</a> or <a href="#">Prevailing Wage</a> apply.
Chemical Vapor Deposition (CVD) reaction chambers or reactors, and Metal Organic Chemical Vapor Deposition (MOCVD) systems	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing	EH&S	<a href="#">707-10, Section L</a>
Cleaning chemicals (except bleach or for carpet)	<ul style="list-style-type: none"> <li>UCIBuy</li> <li>PALCard</li> <li>KFS Requisition</li> </ul>	Department		
Cleaning equipment (vacuum cleaner, broom, mop, etc.)	<ul style="list-style-type: none"> <li>UCIBuy</li> <li>PALCard</li> <li>KFS Requisition</li> </ul>	Department		
Coffee service and supplies for <b>official UCI business</b> ( <i>not for employee personal use</i> )	<ul style="list-style-type: none"> <li>PALCard</li> <li>KFS Requisition</li> </ul>	Department		
Compressed gases (carbon dioxide, helium, nitrogen, etc.)	<ul style="list-style-type: none"> <li>UCIBuy</li> <li>PALCard</li> <li>KFS Requisition</li> </ul>	Department		
Computer hardware and peripherals	<ul style="list-style-type: none"> <li>UCIBuy</li> <li>PALCard</li> <li>KFS Requisition</li> </ul>	Department		

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Computer software or services	<ul style="list-style-type: none"> <li>UCIBuy</li> <li>KFS Requisition</li> <li>PALCard</li> </ul>	Department		<a href="#">IT Accessibility</a> <a href="#">Information Security &amp; Privacy</a>
Conference call services	<ul style="list-style-type: none"> <li>PALCard</li> </ul>	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"> <li>KFS Requisition</li> </ul>	Central Purchasing	EH&S	<a href="#">Confined Space Management Program</a>
Construction services*	<ul style="list-style-type: none"> <li>Facilities Management</li> </ul>			Check to see if <a href="#">Fair Wage/Fair Work</a> or <a href="#">Prevailing Wage</a> apply.
Consultant agreement or non-employment contract services*	<ul style="list-style-type: none"> <li>KFS Requisition</li> <li></li> </ul>	Central Purchasing		Check to see if <a href="#">Fair Wage/Fair Work</a> or <a href="#">Prevailing Wage</a> apply.
Controlled substances including precursor chemicals (i.e. narcotics and other drugs)	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing	EH&S	<a href="#">Controlled Substances Including Precursor Chemicals</a> ; DEA drug schedules, II-V
Cryostats	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing	EH&S	<a href="#">707-10, Section L</a>
DEA (Drug Enforcement Agency) license and renewal	<ul style="list-style-type: none"> <li>PALCard</li> </ul>	Department		
Design services – web, logo, publications, etc.*	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing		Check to see if <a href="#">Fair Wage/Fair Work</a> or <a href="#">Prevailing Wage</a> apply.
Donation or sponsorship of a profit or non-profit organization, program, etc.	<ul style="list-style-type: none"> <li>Payment through DV—reason code Q (Disbursement Voucher)</li> </ul>			
Donor cultivation and promotional supplies for fundraising	<ul style="list-style-type: none"> <li>PALCard</li> <li>KFS Requisition</li> </ul>	Department		
Draperies and drapery cleaning*	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing		Check to see if <a href="#">Fair Wage/Fair Work</a> or <a href="#">Prevailing Wage</a> apply.
Drones – UAV or UAS (Unmanned Aerial Vehicles or Unmanned Aerial Systems)	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing		Email: <a href="mailto:Dronesafety@uci.edu">Dronesafety@uci.edu</a>
Dust or gas masks, and respiratory equipment	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing	EH&S	<a href="#">Respiratory Protection</a>

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Commodity (Description of Good or Service)	Buying Tool(s)	Authorized Buyer	Additional Approving Department	Policy Reference and Information
Engraving services on awards or items gifted to individuals, employees, non-employees or students	<ul style="list-style-type: none"> <li>Corporate Card (event and non-event)                             <ul style="list-style-type: none"> <li>Reimbursement through ENT</li> </ul> </li> <li>Or personal funds                             <ul style="list-style-type: none"> <li>Reimbursement through DV</li> </ul> </li> </ul>			<a href="#">G-41,G-42</a>
Equipment emitting any air pollutant (combustion sources – boilers, furnaces, heaters, incinerators, kilns)	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing	EH&S	<a href="#">707-10, Section L</a>
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>KFS Requisition</li> </ul>	Central Purchasing	EH&S	<a href="#">707-10, Section L</a>
Equipment lease or rental	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing		
Equipment moving services	<ul style="list-style-type: none"> <li>Facilities Management</li> </ul>			
Ergonomic equipment – keyboard tray/platform, adjustable workstation, arm/stand for monitor, etc.	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing		
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</li> <li>KFS Requisition</li> </ul>	Department		
Explosives and blasting materials	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing	EH&S	<a href="#">707-10, Section L</a>
Extended warranties	<ul style="list-style-type: none"> <li>PALCard</li> <li>KFS Requisition</li> </ul>	Department		
Extermination services*	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing		<a href="#">Check to see if Fair Wage/Fair Work or Prevailing Wage apply.</a>
Facility repairs or renovations – carpentry, electrical, painting, plumbing, etc.*	<ul style="list-style-type: none"> <li>Facilities Management</li> </ul>			<a href="#">Check to see if Fair Wage/Fair Work or Prevailing Wage apply.</a>

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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"> <li>• KFS Requisition</li> </ul>	Central Purchasing	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>• KFS Requisition</li> </ul>	Central Purchasing	UCI Police Department	
Flowers – sympathy or gift	<ul style="list-style-type: none"> <li>• Corporate Card (event and non-event)                             <ul style="list-style-type: none"> <li>○ Reimbursement through ENT</li> </ul> </li> <li>• Or personal funds                             <ul style="list-style-type: none"> <li>○ Reimbursement through DV</li> </ul> </li> </ul>			<a href="#">G-41</a>
Flowers – decoration for UCI-approved events	<ul style="list-style-type: none"> <li>• <b>Pre-approval required</b> from PALCard@uci.edu</li> <li>• After approval, use:                             <ul style="list-style-type: none"> <li>○ PALCard</li> <li>○ KFS Requisition</li> </ul> </li> </ul>	Department		
Food, snacks or beverages for official UCI business meetings	<ul style="list-style-type: none"> <li>• UCI-approved caterer and direct payment through ENT (Entertainment Reimbursement)</li> <li>• Corporate Card or personal credit card, <b>and</b></li> <li>• Reimbursement through ENT</li> </ul>			
Food for childcare service locations	<ul style="list-style-type: none"> <li>• PALCard</li> <li>• KFS Requisition</li> </ul>	Department		
Freezer program, in-house	<ul style="list-style-type: none"> <li>• PALCard</li> <li>• KFS Requisition</li> </ul>	Department		
Freight service, shipping or relocation of equipment, exhibitions, etc.	<ul style="list-style-type: none"> <li>• KFS Requisition</li> </ul>	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"> <li>• KFS Requisition</li> </ul>	Central Purchasing	EH&S	<a href="#">707-10, Section L</a>
Fume hood certification	<ul style="list-style-type: none"> <li>• PALCard</li> <li>• KFS Requisition</li> </ul>	Department		Check to see if <a href="#">Fair Wage/Fair Work</a> or <a href="#">Prevailing Wage</a> apply.
Furniture from Tangram web store <b>only</b>	<ul style="list-style-type: none"> <li>• UCIBuy</li> <li>• PALCard</li> <li>• KFS Requisition</li> </ul>	Department		<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>• KFS Requisition</li> </ul>	Central Purchasing		
Furniture rental – <b>non-fabric</b> chairs, tables and umbrellas	<ul style="list-style-type: none"> <li>• PALCard</li> <li>• KFS Requisition</li> </ul>	Department		
Furniture rental – fabric or upholstered chairs, etc.	<ul style="list-style-type: none"> <li>• KFS Requisition</li> </ul>	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"> <li>• Corporate Card (event and non-event)                             <ul style="list-style-type: none"> <li>○ Reimbursement through ENT</li> </ul> </li> <li>• Or personal funds                             <ul style="list-style-type: none"> <li>○ Reimbursement through DV</li> </ul> </li> </ul>			<a href="#">G-41,G-42</a>
Hazardous chemicals and materials (as identified by UNSPSC)	<ul style="list-style-type: none"> <li>• KFS Requisition</li> </ul>	Central Purchasing	EH&S	<a href="#">707-10, Section L</a>
Hotel conference room reservation for group attendance at business meeting	<ul style="list-style-type: none"> <li>• Corporate Card or personal credit card, <b>and</b> Reimbursement through TEM (Travel and Event Management)</li> </ul>			
HVAC equipment and services (heating, ventilating and air conditioning)*	<ul style="list-style-type: none"> <li>• Facilities Management</li> </ul>			Check to see if <a href="#">Fair Wage/Fair Work</a> or <a href="#">Prevailing Wage</a> apply.
Installations of furniture or equipment*	<ul style="list-style-type: none"> <li>• KFS Requisition</li> </ul>	Central Purchasing		Check to see if <a href="#">Fair Wage/Fair Work</a> or <a href="#">Prevailing Wage</a> apply.

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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</li> <li>KFS Requisition</li> </ul>	Department		
Janitorial services	<ul style="list-style-type: none"> <li>Facilities Management</li> </ul>			
Janitorial supplies	<ul style="list-style-type: none"> <li>UCIBuy</li> <li>PALCard</li> <li>KFS Requisition</li> </ul>	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"> <li>PALCard</li> <li>KFS Requisition</li> </ul>	Department		
Kitchen equipment/appliances <b>not</b> used by department staff in a break area	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing		
Laboratory shelving – open type	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing		
Laboratory supplies	<ul style="list-style-type: none"> <li>UCIBuy</li> <li>PALCard</li> <li>KFS Requisition</li> </ul>	Department		
Laboratory tests for patients (research protocol)	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing		
Landscape services*	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing		<a href="#">Check to see if Fair Wage/Fair Work or Prevailing Wage apply.</a>
Lasers and masers	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing	EH&S	<a href="#">707-10, Section L</a>
Laundry of uniforms and lab coats	<ul style="list-style-type: none"> <li>UCIBuy</li> <li>PALCard</li> <li>KFS Requisition</li> </ul>	Department		
Leases for equipment	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing		
Legal services (excluding hire of outside Counsel)*	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing		<a href="#">Check to see if Fair Wage/Fair Work or Prevailing Wage apply.</a>



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Mailing lists	<ul style="list-style-type: none"> <li>PALCard</li> <li>KFS Requisition</li> </ul>	Department		
Maintenance agreements – preventive	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing		
Marketing materials	<ul style="list-style-type: none"> <li>PALCard</li> </ul>	Department		
Marketing services*	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing		<a href="#">Check to see if Fair Wage/Fair Work or Prevailing Wage apply.</a>
Mattresses	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing		
Medical license renewal	<ul style="list-style-type: none"> <li>PALCard</li> </ul>	Department		
Medical staff dues	<ul style="list-style-type: none"> <li>PALCard</li> </ul>	Department		
Medical residency matching program fees	<ul style="list-style-type: none"> <li>PALCard</li> </ul>	Department		
Medical supplies	<ul style="list-style-type: none"> <li>UCIBuy</li> <li>PALCard</li> <li>KFS Requisition</li> </ul>	Department		
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</li> <li>PALCard</li> <li>KFS Requisition</li> </ul>	Department		
Memberships – annual professional only (lifetime memberships <b>not</b> permitted)	<ul style="list-style-type: none"> <li>PALCard</li> </ul>	Department		BUS 43, Sec V
Methane	<ul style="list-style-type: none"> <li>PALCard</li> <li>KFS Requisition</li> </ul>	Department		
Microtomes	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing	EH&S	
Mortuary services	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing		
Motorized carts and low speed vehicles	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing	EH&S	<a href="#">Golf Cart Type and Low Speed</a>
Moving services – household or office and industrial*	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing		<a href="#">Check to see if Fair Wage/Fair Work or Prevailing Wage apply.</a>
Nitrogen, liquid	<ul style="list-style-type: none"> <li>PALCard</li> <li>KFS Requisition</li> </ul>	Department		
Noise monitoring equipment – sound level meters or octave band analyzers	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing	EH&S	<a href="#">707-10, Section L</a>

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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"> <li>UCIBuy</li> <li>PALCard</li> <li>KFS Requisition</li> </ul>	Department		
Non-hazardous chemicals	<ul style="list-style-type: none"> <li>UCIBuy</li> <li>PALCard</li> <li>KFS Requisition</li> </ul>	Department		
Nuclear particle accelerators	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing	EH&S	<a href="#">707-10, Section L</a>
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>KFS Requisition</li> </ul>	Central Purchasing	EH&S	<a href="#">707-10, Section L</a>
Office supplies	<ul style="list-style-type: none"> <li>UCIBuy</li> <li>PALCard</li> <li>KFS Requisition</li> </ul>	Department		
Pepper spray	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing		
Periodicals and publications	<ul style="list-style-type: none"> <li>PALCard</li> <li>KFS Requisition</li> </ul>	Department		
Pest control services*	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing		<a href="#">Check to see if Fair Wage/Fair Work or Prevailing Wage apply.</a>
Pesticides, fungicides and herbicides, including over-the-counter products that have an EPA registration number	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing	EH&S	<a href="#">707-10, Section L</a>
Photographic prints, processing, supplies and equipment	<ul style="list-style-type: none"> <li>PALCard</li> <li>KFS Requisition</li> </ul>	Department		
Photography services*	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing		<a href="#">Check to see if Fair Wage/Fair Work or Prevailing Wage apply.</a>
Plants – live or artificial for public or reception areas <b>only</b>	<ul style="list-style-type: none"> <li>PALCard</li> <li>KFS Requisition</li> </ul>	Department		
Plaque – perpetual, when plaque remains property of UCI	<ul style="list-style-type: none"> <li>PALCard</li> <li>KFS Requisition</li> </ul>	Department		
Playground equipment	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing		
Postage stamps and postage for bulk mailings	<ul style="list-style-type: none"> <li>PALCard</li> </ul>	Department		
Precious metals	<ul style="list-style-type: none"> <li>KFS Requisition</li> </ul>	Central Purchasing		

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Commodity (Description of Good or Service)	Buying Tool(s)	Authorized Buyer	Additional Approving Department	Policy Reference and Information
Pressure vessels (except gas cylinders)	<ul style="list-style-type: none"> <li>• KFS Requisition</li> </ul>	Central Purchasing	EH&S	<a href="#">707-10, Section L</a>
Printers and supplies	<ul style="list-style-type: none"> <li>• UCIBuy</li> <li>• PALCard</li> <li>• KFS Requisition</li> </ul>	Department		
Printing services	<ul style="list-style-type: none"> <li>• PALCard</li> <li>• KFS Requisition</li> </ul>	Department		
Promotional materials	<ul style="list-style-type: none"> <li>• PALCard</li> <li>• KFS Requisition</li> </ul>	Department		
Propane	<ul style="list-style-type: none"> <li>• PALCard</li> <li>• KFS Requisition</li> </ul>	Department		
Periodicals/publications	<ul style="list-style-type: none"> <li>• PALCard</li> </ul>	Department		
Purchases that require a signature on an agreement or contract	<ul style="list-style-type: none"> <li>• KFS Requisition</li> </ul>	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"> <li>• KFS Requisition</li> </ul>	Department		<a href="#">Office of Research</a>
Pyrotechnics	<ul style="list-style-type: none"> <li>• KFS Requisition</li> </ul>	Central Purchasing	EH&S	<a href="#">707-10, Section L</a>
Radioactive materials or devices which contain radioactive material	<ul style="list-style-type: none"> <li>• KFS Requisition</li> </ul>	Central Purchasing	EH&S	<a href="#">707-10, Section L</a>
Reactor vessels	<ul style="list-style-type: none"> <li>• KFS Requisition</li> </ul>	Central Purchasing	EH&S	<a href="#">707-10, Section L</a>
Record storage and retrieval service*	<ul style="list-style-type: none"> <li>• KFS Requisition</li> </ul>	Central Purchasing		Check to see if <a href="#">Fair Wage/Fair Work</a> or <a href="#">Prevailing Wage</a> apply.
Refrigerators and freezers (laboratory use)	<ul style="list-style-type: none"> <li>• UCIBuy</li> <li>• PALCard</li> <li>• KFS Requisition</li> </ul>	Department		<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>			Check to see if <a href="#">Fair Wage/Fair Work</a> or <a href="#">Prevailing Wage</a> apply.
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> <li>• DV (<b>Only</b> if Credit card is not accepted. Use Reason code L)</li> </ul>	Department		

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Commodity (Description of Good or Service)	Buying Tool(s)	Authorized Buyer	Additional Approving Department	Policy Reference and Information
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, etc.	<ul style="list-style-type: none"> <li>• KFS Requisition</li> </ul>	Central Purchasing		
Reprints of journal articles	<ul style="list-style-type: none"> <li>• PALCard</li> <li>• KFS Requisition</li> </ul>	Department		
Reservation of conference rooms at hotels or other locations for business meetings	<ul style="list-style-type: none"> <li>• Corporate Card 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 Card (event and non-event)                             <ul style="list-style-type: none"> <li>○ Reimbursement through ENT</li> </ul> </li> <li>• Or personal funds                             <ul style="list-style-type: none"> <li>○ Reimbursement through DV</li> </ul> </li> </ul>			<a href="#">G-41</a>
Security services – Staffpro, etc.*	<ul style="list-style-type: none"> <li>• KFS Requisition</li> </ul>	Central Purchasing		<a href="#">Check to see if Fair Wage/Fair Work or Prevailing Wage apply.</a>
Shelving units – metal only	<ul style="list-style-type: none"> <li>• PALCard</li> <li>• KFS Requisition</li> </ul>	Department	???	
Shredder	<ul style="list-style-type: none"> <li>• UCIBuy</li> <li>• PALCard</li> <li>• KFS Requisition</li> </ul>	Department		
Shredding services*	<ul style="list-style-type: none"> <li>• PALCard, <b>only</b> with                             <ul style="list-style-type: none"> <li>○ Orange County Shredding, or</li> <li>○ Recall</li> </ul> </li> <li>• For any other vendor, use KFS Requisition</li> </ul>	Department Central Purchasing		<a href="#">Check to see if Fair Wage/Fair Work or Prevailing Wage apply.</a>

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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"> <li>• Ghosted PALCard</li> <li>• <a href="#">Expedited FedEx Acct.</a></li> </ul>	Central Purchasing		
Shipping services – DHL and UPS	<ul style="list-style-type: none"> <li>• PALCard</li> </ul>	Department		
Storage – offsite	<ul style="list-style-type: none"> <li>• Campus Asset Management</li> </ul>			
Translation services*	<ul style="list-style-type: none"> <li>• KFS Requisition</li> </ul>	Central Purchasing		<a href="#">Check to see if Fair Wage/Fair Work or Prevailing Wage apply.</a>
Teaching supplies	<ul style="list-style-type: none"> <li>• UCIBuy</li> <li>• PALCard</li> <li>• KFS Requisition</li> </ul>	Department		
Teleconference fees	<ul style="list-style-type: none"> <li>• PALCard</li> </ul>	Department		
Training/workshops fees for training (internet based)	<ul style="list-style-type: none"> <li>• PALCard</li> </ul>	Department		
Typewriter maintenance/services*	<ul style="list-style-type: none"> <li>• PALCard</li> <li>• KFS Requisition</li> </ul>	Department		<a href="#">Check to see if Fair Wage/Fair Work or Prevailing Wage apply.</a>
UCI Bookstore (The Hill)	<ul style="list-style-type: none"> <li>• PALCard (preferred)</li> <li>• KFS Requisition</li> </ul>	Department		
Website hosting/maintenance	<ul style="list-style-type: none"> <li>• PALCard</li> <li>• KFS Requisition, if contract is required</li> </ul>	Department		
Window coverings	<ul style="list-style-type: none"> <li>• KFS Requisition</li> </ul>	Central Purchasing		