

Purchasing

Orders should be placed using the myufMarket purchasing. For questions or training go to <http://www.purchasing.ufl.edu/myufmarket/> or contact your fiscal office.



A requisition should be created to request purchases of all commodities/services. The requisition should contain the item descriptions, quantity, delivery instructions, vendor information and desired delivery date. Complete and correct preparation of the requisition expedites the purchasing process. Except in the case of an approved emergency, the requisition must be received by Purchasing Services before purchasing action can be initiated. Each requisition should contain only those items that may be purchased from the same vendor. The completed requisition should then be routed to your lab's assigned Fiscal Person.

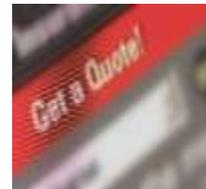
As a reminder, departments should not sign contracts unless they have received delegated authority from President Machen to do so. If you sign a contract when you have no authority, you may become personally liable for the contract provisions.

Items that have a cost of \$ 1000.00 or higher, including any shipping or delivery charges, are considered equipment unless the item has a shelf life of less than one year. Equipment orders should be submitted to the fiscal office in writing using the [department order form](#). In addition to attaching the quote, equipment orders should include the End User (PI name if for general lab use), building/room location where the equipment will be located and, if applicable, if the equipment is to be taken 'offsite'.

Purchases \$5000 - \$24,999 need documented quotations from two or more vendors by telephone, fax, email, or justification why additional quotes cannot be obtained is required. Verbal quotes may be documented on the requisition.

Purchases of \$ 50,000.00 or greater require multiple written quotes.

Purchases with specific quoted pricing need to have a copy of the quote attached with the requested order. Any agreements containing terms and conditions, or other such verbiage, including Maintenance Agreements, Software License Agreements, etc., requiring signature must be forwarded to the UF Purchasing Services office where they will be reviewed and signed.



Computers and IT related items, regardless of cost, must be reviewed and approved by the department computer coordinator before submitting to the fiscal office.

When requesting the purchase of a refrigerator or freezer, please include a list of the items to be stored in the fridge or freezer on the order form as they require approval from EH&S.

If the desired item is only available from a single source, the purchase may be exempted from the bid requirements when the University certifies and documents that there is only one source of supply capable of meeting all specifications, terms and conditions to the University's satisfaction.

A completed [Sole Source Certification form](#) must contain:

- 1) Description and use (in layman's terms).
- 2) List unique features that this item or service has that other comparable items or services do not have, and why these unique features are needed. Show as clearly and concisely as possible why only this item or this service will accomplish the function required.
- 3) Explain if the product or service is being purchased directly from the manufacturer. If not, explain why the item cannot be bid to the various dealers.
- 4) Explain the necessity for compatibility with existing equipment or instrumentation, if applicable.
- 5) Price cannot be used as a justification for a sole source.

If the UF Purchasing Services office determines, in writing, that there is only one source for the required commodity, service or construction item, the sole source will be posted for three (3) full business days. A purchase order is issued when the posting period is over.

Requisitions for maintenance or service agreements on office machines or laboratory equipment must include the following information:

- 1) Location (room number) of machine and name of contact person.
- 2) Name brand, model number, serial number, and decal number of equipment.
- 3) Copier maintenance requisitions should also include the monthly base rate fee and the overage cost per copy.
- 4) Beginning and ending dates of maintenance period.
- 5) One copy of proposed maintenance agreement. Please note that the using department is not authorized to sign and approve vendor maintenance agreements. All agreements should be submitted with the requisition for signature and approval by Purchasing Services.

Travel

The [Traveler Brochure](#) provides information on receipt and other documentation requirements for reimbursement under the University guidelines. Failure to comply with University guidelines or contracts will result in out of pocket expenses for the traveler.



Attendance at conferences, conventions or other business related travel requires the submission of a travel authorization worksheet in advance of the travel. The traveler should complete and submit a [travel worksheet](#) to the fiscal office prior to incurring any trip expenses, such as registration or airfare.

Travel that is being funded by an agency other than the University requires the submission of a [Complimentary Travel Request form](#) to document the business purpose of the trip.

Travelers traveling within Florida should present a copy of the [University Tax Exemption Certificate](#) to the hotel desk clerk at time of check in.



Travel abroad requires the submission of a [University of Florida International Travel check list](#). Travelers are also required to contact the departmental asset coordinator if they will be taking any UF issued equipment when traveling abroad.

Upon completion of the trip, the traveler should complete a [travel reimbursement request](#) and submit to the fiscal office with a copy of the meeting agenda and all receipts from the trip.

See [Auto-rental-information](#) for car rental contract info... Car rental is to be for compact or below unless justified and approved in advance.