PURCHASING GUIDELINES



Administrative Services Business Center

GENERAL TIPS

- Confirm purchase is appropriate on PCard or have a Purchase Order (PO) issued <u>before</u> allowing a vendor to deliver goods or provide services. Review the purchasing expenditure guide at: http://www.usf.edu/business-finance/controller/documents/ucoresexpguide.pdf
- Before purchasing items that include/contain any USF logo, you must obtain prior approval from the University. To obtain logo use approval, contact Aaron Nichols, at aaronnichols@usf.edu, 813-974-0186.
- Promotional items (other than uniforms) must be purchased from one of the University's preferred vendors. To research suppliers through Bull Marketplace, see these helpful tips: https://www.usf.edu/business-finance/purchasing/staff-procedures/findsupplier.aspx
- Any purchase that has terms of agreement and requires a signature, must be submitted through Bull Marketplace Contract module.
 Allow 60 days for contract approvals. ASBC will facilitate this process.



Questions? Consult a Purchasing Representative in the Admin Services Business Ctr office prior to initiating the purchase.

PCARD

- Within three (3) days of purchase, receipts with appropriate chartfield must be emailed to ASBC-Purchasing@usf.edu Each receipt must contain itemized details, date, and notated with the business purpose for the purchase. "Office supplies purchased for Human Resources department". Gas receipts submitted for state vehicles must be notated with the state vehicle license plate number.
- Ensure sales tax is not charged on purchases made within the State of Florida. Refer to the USF tax-exempt certificate: www.usf.edu/businessfinance/purchasing/documents/tax-exemptioncertificate.pdf

PURCHASE ORDERS

 Review requirements for requisitions (REQ) for a PO on the following page. Provide documentation required to facilitate prompt processing of the requisition. Submit the Purchase Order request form, backup documentation, and approvals to:

ASBC-Purchasing@usf.edu

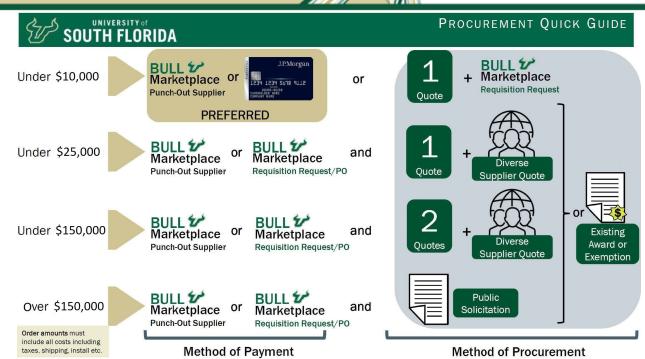
- USF Supplier Management, <u>suppliersetup@usf.edu</u>, will communicate directly with vendors to obtain current W-9 information. Allow minimum 21 days for POs to be finalized for new and inactive vendors.
- Software and Technology purchases may require UTSB approval from USF IT via Bull Marketplace. Review the guidelines at: https://www.usf.edu/business-finance/purchasing/staff-procedures/purchasing/pur-az-technology.aspx

ASBC - Operating Budgets
Mail Point: CRS 106

REQUISITION REQUIREMENTS FOR PURCHASE ORDERS



Administrative Services Business Center



Purchase Type	REQ Comments/ Description	Back-Up Documentation
Furniture/Equipment (must check Office Depot before selecting another vendor)	 Description of furniture and the name of the department receiving the furniture Justification (benefit to USF) Receiving chartfield(s) 	 ASBC Purchasing Form Fully Executed Contract* Itemized Quote(s)* Department Contact Info Provided to USF Property if >\$5,000
Licenses/Permits	 License type/description/coverage Justification (benefit to USF) Receiving chartfield(s) 	 ASBC Purchasing Form Fully Executed Contract* Itemized Quote(s)* Initiation or Renewal Letter
Services/Independent Contractor	 Service type/description Rates/price lists, date(s) and description of service Justification (benefit to USF) Receiving chartfield(s) 	 ASBC Purchasing Form Fully Executed Contract* Rates/Price Lists, Date(s) and Description of Service Itemized Quote(s)* Independent Contractor Worksheet
Technology Purchases (Software & Hardware)	 Description of items Justification (benefit to USF) Receiving chartfield(s) 	 ASBC Purchasing Form Fully Executed Contract* UTSB Approval* Itemized Quote(s)* Department Contact Info Provided to USF Property if >\$5,000
Uniforms	 Description of items Justification (benefit to USF) Receiving chartfield(s) 	 ASBC Purchasing Form Fully Executed Contract* Itemized Quote(s)* Approved Perquisite