



A bi-monthly publication providing the latest information, best practices, and resources for purchasing, strategic sourcing, PALCard, contract services, and equipment management. Select headers to view respective portal page for more information.

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Purchasing News

Purchasing Unmanned Aerial Vehicles (UAV) or Unmanned Aerial Systems (UAS)

Due to the growing popularity of UAV/UAS (e.g. drones), UCI is in the process of setting guidelines for this type of purchase that align with the Federal Aviation Administration ([FAA](#)).



Prior to the purchase and operation of UAV/UAS, consult with [Risk Services](#) to begin the process. Please note, the following information will be discussed and may be helpful to provide ahead of time.

- Description of the drone (model, manufacture, size, weight, video, etc.)
- Intended project or activity for drone
- Area of research or study
- Flight plan

After consultation with Risk Services, a KFS Requisition may be completed. Remember to attach the email correspondence from Risk Services to the Requisition, and use the following commodity code: 25131705 (Reconnaissance Drones). PALCards may also be used to purchase UAV/UAS after consultation with Risk Services. The cardholder will need to submit the email correspondence from Risk Services as part of their back up documentation.

Note: A UCI Website is in development to provide UCI specific information for the campus. Stay tuned for more information.

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A yellow rectangular graphic with a blue stylized arrow icon at the top left. The icon consists of a vertical line on the left, a horizontal line crossing it, and two curved arrows pointing right from the horizontal line. Below the icon, the text "Simplify Work" is written in a bold, blue, sans-serif font. Underneath that, in a smaller blue font, is the sentence "Use one of the following purchasing methods to expedite workflow!". At the bottom, there are two bullet points, each with a blue dot and a blue underlined link: "UCIBuy" and "PALCard".

Simplify Work

Use one of the following purchasing methods to expedite workflow!

- [UCIBuy](#)
- [PALCard](#)

Domestic Refrigerators/Freezers Used In Lab Environments

When domestic refrigerators and freezers are used in a laboratory environment, employees must follow EH&S's purchasing procedure.

Click the following link for more information: [EH&S refrigerator and freezer purchasing procedure for UCI laboratories](#).



Please contact Chris Younghans-Haug at 824-2221 or email chrisyh@uci.edu for questions and approvals.

The link is also available on our [Purchasing Methods Guide](#).

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Strategic Sourcing

Reminder: Fisher Scientific TSX Ultra-Low Temperature Freezer Offer



Act fast! Offer is good through April 30, 2016. Click [here](#) for more information.

Order through [UCIBuy](#); click [here](#) for instructions to access eQuote instructions.

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PALCard

Procedure for Employee Changes

As a reminder, email PALCard@uci.edu if an employee leaves the department or there is an internal change of duties for the following roles:

- Cardholder
- Reconciler
- Fiscal Officer
- Contract Manager

Notifications must be submitted by the employee's supervisor.

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UCIBUY

UCIBuy Updates

Check out the new [UCIBuy](#) Hosted Catalogs for Illumina and New England BioLabs. Also, CDW-G is now a **Level II Punchout** supplier in [UCIBuy](#); users can use the search bar and all matching items from the Punchout catalog will appear in the search results.

Click the following link to sign up for the mailing list to receive timely updates: [UCIBUY Rapid Requisitioner](#).

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Contract Services

Performance Agreements Only Allowed On PO's

As a reminder, Performance Agreements are only allowed to be processed on a Purchase Order. Please click on the following link for more information on [guidelines for Performance Agreements](#). Or email contracts@uci.edu.

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Equipment Management

New Surplus Pick-Up Request Form

We are excited to announce a new, more efficient [Surplus Pick-Up Form](#) available on the Portal. This form can now be submitted electronically, eliminating the need to print and/or scan the form.

Remember to always copy the department head when submitting the form.

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Training

April 13th KFS Open Forum

Just a reminder, a KFS Open Forum is scheduled for Wednesday, April 13th. Click the following link for more information: [KFS Open Forum Session Information](#).

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New Purchasing ZotPortal Layout

The KFS and Finances tab have been consolidated into a new tab: **Finances/KFS**. With this change Purchasing, Equipment Management and Risk Management now have their own portlet. **Note:** All KFS Purchasing links appear at the top of the Purchasing portlet.

A copy of the original email notification is attached to the newsletter.

Please send an email to purchasing@uci.edu with any questions.

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[Provide Feedback](#)

Resources

- Buying Portal
- Purchasing Portal
- Past Newsletters

Training Information

- KFS Purchasing Training Guides
- CAM Training Guides