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### Purchasing News

#### Taking Initiative

It recently came to Central Purchasing’s attention of a fantastic internal practice that occurred in one of our departments. A detailed Purchasing Policy outline was sent to their employees, specifically focusing on determining the appropriate purchasing method. It also addressed that using Disbursement Vouchers (DVs) as a way to pay for goods or services should only be used when emergency purchases occur. We applaud the initiative taken by this department.

Do you have a best practice that others could benefit from? If so, please let us know by emailing the details to purchasing@uci.edu.

#### Cold and Flu Season

Protect yourself and your employees during cold and flu season. Office Solutions offers a variety of supplies to help you prepare and are available in UCIBuy (search by SKU# or description—be sure to follow Purchasing Policy Guides for personal consumables). Take a moment and view this short PowerPoint for more information.

#### December Purchase Orders

Now is the time to start planning for year-end orders. For low value Purchase Orders, work with your Departmental Buyer to determine appropriate deadlines to ensure delivery before the campus closure. As a reminder, shipping processes may vary by supplier.

Please submit all high value purchase orders to Central Purchasing on or before Wednesday, December 18 to ensure sufficient time to process the order. If the order requires additional approvals or is

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**Simplify Work**

Use one of the following purchasing methods to expedite workflow!

- UCIBuy
- PALCard
complex, please reach out to Central Purchasing for additional guidance.

If you need further assistance, contact purchasing@uci.edu or call 949.824.4040.

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**Strategic Sourcing**

**2015 Supplier Showcase**

The October Supplier Showcase hosted 26 of our UC Contracted Suppliers showcasing their products and services. The event offered the opportunity to network with Suppliers, eat great food and win prizes. With around 200 people from campus in attendance, the event was a huge success. Select the following link to view a quick slide show of the event.

Our next Showcase is targeted for March 2017. More information to come!

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**PALCard**

**Gift Card Purchases**

As a reminder, do not use your PALCard to purchase gift cards. Instead, use a Corporate Travel Card or personal funds and process a reimbursement. Please view the following link for more information:


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**PALCard (PCDO) Review Period Extended for Campus Closure**

The usual 15-day period for reviewing and reconciling PALCard transactions (PCDO’s) will be extended during the campus closure, which will allow additional time for Reconcilers to process transactions in KFS.
PCDO’s with a “Created” date of December 8, 2015 – January 3, 2016 will auto send on Monday, January 18, 2016 after 5pm.

Transactions with a “Created” date of January 4, 2016 will return to the usual 15-day review period.

Please email PALCard@uci.edu with any questions.

Update: PCDO Split Use Tax

As of November 23, 2015, when PCDO transactions are split-funded, the system will automatically split Use Tax.

UCIBUY

New at UCIBUY

Consolidated Electrical Distributors (CED) offers a competitive selection of electrical supplies and is now available as a Hosted Catalog in UCIBuy. Check out CED’s offering of items such as:

- Electrical Wire
- Cable
- Electrical Pipe (conduit)
- Light Switches & Receptacles
- Breakers
- Panelboards & Loadcenters
- Fuses & Safety Disconnects
- Variable Frequency Drives
- Lighting Fixtures
- LED Retrofits

Shipping charges are not reflected in UCIBuy, as they are included in the cost of the item(s).

For additional product or sales support, contact CED directly:

Outside Sales Contact – Ryan James Allen
CED Corona
rallen@cedcorona.com or 949.294.4166

Customer Service
customerservice@cedcorona.com or 951.734.5360
www.cedcorona.shopced.com
Contract Services

Scope of Work

Scope of Work (SOW) is a formal agreement document that specifies all criteria of a contract between a service provider (supplier) and the customer. It clearly documents project requirements, milestones, deliverables, end products, documents and reports that are expected to be provided by the supplier.

When creating a draft contract or agreement, take care to make sure all details are provided to help expedite the process. Select the following link for more information in writing the scope of work.

Equipment Management

Asset Fabrication

Asset Fabrication is building a unique, individual piece of equipment, or scientific instrument by UCI personnel. If your department is interested in creating a fabrication, select the following link for step-by-step instructions: Request a New Fabrication Property Number.

Asset Inventory Certification Document Update

We are almost at 100% compliance!

Only 2% (17 documents) need to be approved by the Asset Representative, which will then route to the Department Head for acknowledgement.

4% (25 documents) have already been approved by the Asset Representative and only need Department Head’s acknowledgement to become final.

As a reminder do not Ad Hoc the AICD document to the Asset Representative or Department Head as this will cause the document to error out.

Select the following link for step-by-step instructions: AICD Document.

Please contact Helen Chang, Equipment Manager if you need additional information.
Updated Requisition Fundamentals eCourse

As of December 1, 2015, the Requisition Fundamentals eCourse has been updated to reflect changes since the launch of KFS, and now includes advanced topics such as using the copy feature and additional charges section. Please direct new employees to this training or feel free to take this eCourse again as a refresher.