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

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**Purchasing News**

**Supplier Showcase Registration**

Purchasing and Risk Services is hosting a Supplier Showcase on **Wednesday, March 29, 2017** from 11:00am – 1:30pm.

Please sign in to [UCLC](mailto:UCLC) and search “UCI Supplier Showcase – 2017” (20170329) to RSVP.

**New Office Depot|Max UCI Representative**

Ginni Harper is UCI’s new Account Manager and should be contacted for product related questions.

Ginni Harper, Major Account Manager
3366 E Willow Street | Signal Hill, CA 90755
310.503.7913
Virginia.Harper@officedepot.com

**Relocation Services**

As a reminder, a [Relocation Form](#) needs to be filled out if relocation services are included in an employment offer. Along with completing the KFS Requisition, the hiring department needs to send the completed form, a copy of the offer letter, and signed exception to
methods to expedite workflow!

- UCIBuy
- PALCard

policy, if applicable, to Diane Silver (Senior Buyer) in Central Purchasing.

For more information, visit Accounting & Fiscal Services Relocation and Moves page.

Sustainable vs. Green Procurement

What comes to mind when you hear the terms sustainable or green procurement? There is a common belief that they are one and the same. The federal government defines green purchasing as “products and services that reduce health and environmental impacts compared to similar products and services used for the same purpose.” Sustainability expands the focus beyond environmental to include social and financial responsibilities.

UCOP has started a new sustainable procurement workgroup to combine the efforts of each campus to maximize our sustainable procurement potential. Future newsletters will provide updates with new projects and educational information.

Contract Services

Cyber Liability Insurance

Mercer, a cyber liability insurance carrier resource, helps cover suppliers who will conduct business on UCI’s behalf.

Specifically, where the supplier’s work requires internet, network or electronic storage technology access, the supplier must have cyber liability risk insurance pursuant to UC policy. This provides protection in the case of data breaches or network damage, such as, staff and student personal information, theft of credit card, or proprietary information.

If the supplier is not already covered with cyber liability risk insurance, Mercer can help provide the necessary coverage.
PALCard

To Tax or Not To Tax

Often questions arise on what goods and services qualify for tax.

Click the CA Board of Equalization link for more information.

Fees Allowed on PALCard

The following list of fees should be paid for on a PALCard, not on a Disbursement Voucher (DV).

• Registration
• Membership
• Subscription
• Dues
• Abstract publication
• Postage

For exceptions and questions, please contact PALCard@uci.edu.

UCIBUY

GE Healthcare Dhamacon Update

GE Healthcare’s Dhamacon product is no longer available through Fisher’s catalog. Order directly using Dhamacon’s Punchout to save 10% through March 31, 2017. Promo excludes custom-cherry pick and catalog libraries.

View How to Apply Promo Code Instructions (.pdf).
**Product Search Tip**

Can’t find a particular item in UCIBuy? Some UCIBuy Life Sciences Suppliers offer both a Hosted and a Punchout Catalog and content may vary. If you’ve searched the site utilizing the general search bar, and still cannot find a particular item, try utilizing the Supplier’s Punchout Catalog, if available.

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**Equipment Management**

**Don’t Let Money Walk Out the Door**

Capital Equipment is valuable, not only to UCI, but to your department. In the event a PI leaves UCI and would like to take their equipment with him/her, it is important to contact Equipment Management to properly transfer assets.

Recently, equipment management was able to return $250,000 to a department when their PI went to work at Stanford and Columbia University.

For assistance, contact Helen Chang at 949.824.6111 or email hmchang@uci.edu.

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**Reminder: Update Assets**

Do not fall behind. As a best practice, update your assets on a regular basis. Click the following link for detailed instructions: CAM Update

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**Training**

**Purchase Order Amendments (POAs)**

Having trouble with amendments? Click the POA link to view the training guide.