

GENERAL TIPS

- **Confirm purchase is appropriate on PCard or have a Purchase Order (PO) issued before 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/business-finance/purchasing/documents/tax-exemption-certificate.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, suppliersetup@usf.edu, 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>

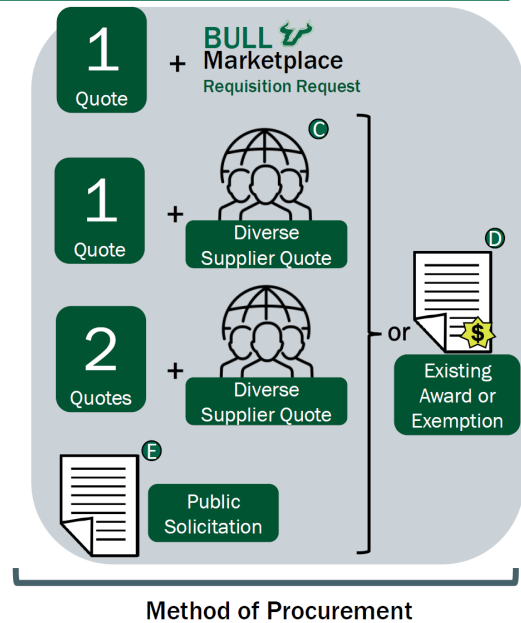
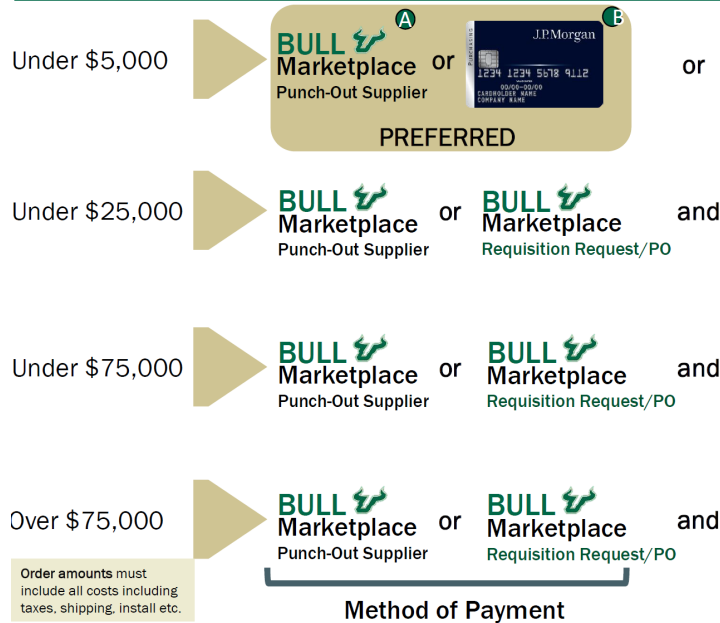
**ASBC - Operating Budgets
Mail Point: CRS 106**

REQUISITION REQUIREMENTS FOR PURCHASE ORDERS

Administrative Services Business Center



PROCUREMENT QUICK GUIDE



Purchase Type	REQ Comments/ Description	Back-Up Documentation
Furniture/Equipment (must check Office Depot before selecting another vendor)	<ul style="list-style-type: none"> Description of furniture and the name of the department receiving the furniture Justification (benefit to USF) Receiving chartfield(s) 	<ul style="list-style-type: none"> ASBC Purchasing Form Fully Executed Contract* Itemized Quote(s)* Department Contact Info Provided to USF Property if >\$5,000
Licenses/Permits	<ul style="list-style-type: none"> License type/description/coverage Justification (benefit to USF) Receiving chartfield(s) 	<ul style="list-style-type: none"> ASBC Purchasing Form Fully Executed Contract* Itemized Quote(s)* Initiation or Renewal Letter
Services/Independent Contractor	<ul style="list-style-type: none"> Service type/description Rates/price lists, date(s) and description of service Justification (benefit to USF) Receiving chartfield(s) 	<ul style="list-style-type: none"> 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)	<ul style="list-style-type: none"> Description of items Justification (benefit to USF) Receiving chartfield(s) 	<ul style="list-style-type: none"> ASBC Purchasing Form Fully Executed Contract* UTSB Approval* Itemized Quote(s)* Department Contact Info Provided to USF Property if >\$5,000
Uniforms	<ul style="list-style-type: none"> Description of items Justification (benefit to USF) Receiving chartfield(s) 	<ul style="list-style-type: none"> ASBC Purchasing Form Fully Executed Contract* Itemized Quote(s)* Approved Perquisite

***IF APPLICABLE**