

## 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/purchasing/documents/expenditure-guide.pdf>
- **Before** purchasing items containing a USF logo, **written consent** must be obtained from University Communications and Marketing. Find more information and contacts at: <http://www.usf.edu/ucm/contact/other-contacts.aspx>
- Promotional items (other than uniforms) must be purchased from one of the university's preferred vendors. Refer to the list at: <http://www.usf.edu/business-finance/purchasing/documents/price-lists/14-18-mh-prices.pdf>
- Any purchase that has terms of agreement and **requires a signature**, must be submitted through the Contract Management System (CMS). Allow **60 days** for contract approvals. ASBC will facilitate this process.



## PCARD

- Within **three (3) days** of purchase, receipts with appropriate chartfield must be emailed to [ASBC-Purchasing@usf.edu](mailto: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: <http://www.usf.edu/business-finance/purchasing/documents/tax-exempt-cert.pdf>

## PURCHASE ORDERS

- Review requirements for requisitions (REQ) for a PO on the reverse side. 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](mailto:ASBC-Purchasing@usf.edu)
- Payment Services will communicate directly with vendors to obtain current W-9 information. Allow 21 days for POs to be finalized for new and inactive vendors.
- Technology purchases that exceed \$5,000 require UTSB approval from USF IT via ServiceNow. <http://www.usf.edu/it/tech-purchases/exception-approval-process.aspx>

**Questions?** Consult your Purchasing Representative in the Administrative Services Business Center office prior to initiating the purchase.

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

# REQUISITION REQUIREMENTS FOR PURCHASE ORDERS

Requisition Quote Requirements		
Purchase Amount	Required Number of Quotes	Documentation
Up to \$4,999.99	One (1)	Verbal or Written
\$5,000 to \$24,999.99	Two (2)	Verbal or Written
\$25,000 to \$74,999.99	Three (3)	Written
\$75,000 or Greater	Bid	Bid with Contract

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

**\*IF APPLICABLE**

**Questions?** Consult your Purchasing Representative in the Administrative Services Business Center office prior to initiating the purchase.