Purchasing Instructions

Need to Know

It is important to obtain pre-approval from the NRS campus office before making a purchase. The office can verify any restrictions or requirements for your purchase as well as prepare the appropriate PO.

Purchases can be made using on and off campus sources. Campus has strategic sources that offer UCSB departments discounted prices.

When requesting pre-approval for a purchase, you will need to provide the cost center that you want to use. In order to substantiate a purchase, the campus requires the following documents:

1. Order Confirmation
2. Packing Slip - signed and dated by receiver
3. Invoice or receipt - signed by receiver if no packing slip

Purchase Order

Purchase Orders may be obtained for the purchase of supplies, materials, services and repairs. Services and repairs to be performed on Reserve property or involving the transport of Reserve property of any price will require a PO and possibly a contract with the vendor.

If an employee other than the Reserve Director is requesting a PO via email, the Reserve Director must be copied on the email or other RD approval must be obtained.

For purchases of supplies/materials/equipment, it could take 2 weeks for approval. For purchases of services, it may take much longer in order to obtain Proof of Insurance from the vendor.

When requesting a PO from the campus office, please provide the following information:

1. Vendor Name
2. A quote or estimate from the vendor for the work to be preformed or supplies being purchased
3. Cost Center/Project Code to be used

Vendor Blanket Agreement

A vendor blanket (VB) is a type of purchase order that allows for multiple use. Under a VB agreement with a particular vendor, Reserve staff can continually make purchases from that vendor using the same VB# each time, without having to contact the NRS office for a
new PO. This is appropriate in you are using a vendor on a weekly or monthly basis.

Some circumstances when one might want to set up a VB:

1. Monthly recurring charges (Garbage services, Arrowhead Water, cell phones, etc.)
2. Frequently used vendors (hardware, auto parts, copy services, lumber)
3. Infrequently used vendors that require Proof of Insurance (Equipment rentals)

**Business Services Agreement/Contract**

For more information about contracts, please contact Deby Puro.

**Flexcard**

Flexcard can be a very fast and convenient way to purchase goods and services, however, having a FlexCard does come with some responsibilities. A FlexCard is a VISA credit card, issued in the name of the employee that can be used just like any other credit card to make most purchases of supplies and services for the maintenance of your Reserves. Click [here for a List of Commodities](#) that can and cannot be purchased using a Flexcard.

Note: Purchases can only be made by the cardholder whose name appears on the card. Cards cannot be shared.

In order to obtain a Flexcard, you must request approval from the UCSB NRS Campus Office. Below is a summary of the main steps in the process to obtain, use and maintain a University Flexcard. For more detailed information visit: [Campus Flexcard site](#).

**Obtaining and Keeping a Flexcard**

1. Fill out the Flexcard Request Form and submit to NRS campus office for approval.
2. Take a 4-hour class on campus (Purchasing 101). This class will go over the rules associated with making purchases on behalf of the University.
3. Pass a multiple-choice 20-question online exam. There are no penalties for failing the exam and you can take it as many times as necessary to pass it. Upon completion of the exam, your new card will be sent to campus.

**Using a Flexcard**

1. Obtain pre-approval for each transaction before making the purchase.
2. Fill in your Google Sheet log with the following information within 3 days of the purchase:
   a. Flexcard Number (i.e. FAD65)
   b. Date of Purchase
   c. Name of Vendor
d. Description of items purchased

e. Amount charged to the Flexcard (please include tax and shipping for online orders)

f. Cost Center/Project Code to be charged

3. Provide back-up documentation for all purchases. Flexcard purchases are audited monthly so providing back-up documentation for purchases on time is important. As with all purchases, back-up documents must include:
   a) Receipts, packing slips, and paid invoices
   b) If you do not have the original receipt, fill in a Declaration of Missing Evidence form.

Maintaining a Flexcard

You are required to retake the Flexcard exam once per year in order to maintain your cardholder status.

1. Replacement cards will be mailed to campus before the old card expires. Cardholders are notified when they are ready to be picked up.

2. Failure to submit appropriately approved and annotated back-up in time for an audit, making inappropriate purchases, etc. will result in the card being suspended or cancelled.

Reimbursement

Campus prefers one of the above methods be used for purchases. Purchases made using personal funds should be pre-approved in order to assure your reimbursement. Original receipts are required for reimbursement and must be submitted to the NRS campus office in a timely manner. Please sign all receipts that the product/service was received and fill in the NRS Reimbursement Worksheet, including the project code from which you would like the reimbursement charged and your supervisor’s signature.

For entertainment related expense reimbursements, please submit the following:

1. Original itemized receipts

2. Guest list

3. NRS Reimbursement Worksheet
   a. Include cost center/project code