

UCLA Department of Bioengineering- Purchasing Policies and Procedures

PURCHASING METHODS

UCLA provides several options to purchase goods/services from vendors and has vendor agreements in place. When in doubt on which method to use, please email beorders@hsseas.ucla.edu and one of the department staff will advise you.

PURCHASE ORDER (PO) – PREFERRED METHOD

Departments are authorized to place low-value, N-class orders for up to \$5,000 per vendor per account per day in BruinBuy, UCLA's online purchasing system.

The PO is the preferred method for purchasing. Please submit the [Purchase Order Request form](#) along with any quotes to beorders@hsseas.ucla.edu for processing.

Once the N-class order has been created, staff will email you a copy of the PO in PDF format. Please email this PDF to the vendor to place the order.

Setting up a new vendor

If the vendor is not set up in the UCLA purchasing system and you will be working with the vendor on a regular basis, we can set them up as a preferred vendor.

If the vendor is willing to become a preferred UCLA vendor and agrees to payment terms of "Net 30", please advise the vendor to provide us with their email address so staff can send them an invitation via [PaymentWorks](#). After the registration process is completed on PaymentWorks, we can issue the PO to place the order.

Vendor FAQs can be found here: <https://www.purchasing.ucla.edu/for-vendors/new-to-ucla>

For Orders over \$5,000

Requisitions for orders in excess of \$5,000 needs to go through UCLA Purchasing for approval. A UCLA professional buyer's signature is required on all contracts and licenses, including service and maintenance not covered by established agreements.

Note: Do not sign vendor contracts and agreements. UCLA Purchasing has the sole responsibility and authority to do so.

Submit the following forms below to beorders@hsseas.ucla.edu for orders over \$5,000.

- **Purchase Order Form -**
- **SOURCE SELECTION & PRICE REASONABLENESS JUSTIFICATION FORM:**

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For Federally-funded purchases \geq \$10,000 and non-Federally-funded purchases \geq \$100,000 <https://ucla.box.com/shared/static/stkajpzh238b2tk14zgc9pim7nvbs0v2.pdf>

SSPR Instructions:

<https://ucla.box.com/shared/static/5pvhv241aobvhrk3gsho0qiw48toc81b.pdf>

SSPR FAQs: <https://ucla.box.com/shared/static/n1n2z0s6mwiji5th80po4f67sf0u09pz.pdf>

- **Vendor Quotes** – Provide price or rate quotes from three (3) qualified sources (including your selected supplier).
- **Third Party Risk Management Form:** <https://www.ociso.ucla.edu/tpm-create-complete-and-review-triage> Anyone at UCLA who needs to use a new third-party product or service that (A) accesses, creates, receives, maintains, and/or transmits UC data; (B) processes credit card transactions on behalf of UC; and/or (C) accesses any UC system(s) must initiate the TPRM Assessment Process on behalf of the vendor.

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DEPARTMENT PROCUREMENT CARD (Pcard)

The department procurement card should only be used if a vendor does not accept POs or is not set up as a vendor in the UCLA BruinBuy system. The PCard will ONLY be used for urgent purchases or for one-time purchases from vendors you will not use again in the future. Please submit a Purchase Order form and send it to beorders@hsseas.ucla.edu to place the order via PCard. The single purchase limit is \$2,500.

Note: PCard cannot be used to pay foreign vendors.

Common Procurement Card (Pcard) Purchases & Restrictions

The Pcard can be used to obtain a wide range of products for your department. The card may be used like a low-value order (LVO) or petty cash to purchase items or services.

The Pcard cannot be used for goods or services in excess of program limits or the individual card's purchase limit, whichever is less. Some common products and services cannot be purchased using the Pcard because of funding or policy restrictions.

The following items **cannot** be purchased on the Pcard:

- DSL or other internet connection charges or services (these charges should be paid by the employee and reimbursed, if appropriate).
- Cash advances.
- Internet or online payment mechanisms that do not identify the ultimate payee.
- Inventorial equipment (priced at \$5,000 or more).
- Firearms, ammunition, explosives, radioactive or other hazardous materials.
- Ethyl alcohol (except denatured), narcotics, dangerous drugs or other controlled substances.
- Precious metals.
- Items for personal or ornamental use.
- Travel or entertainment (meals, airfare, hotel, car rental, catering, meeting refreshments, gifts).
- Vehicle/gasoline or diesel fuel or real estate rentals/leases.
- Goods or services from an employee or near relative of an employee of the University.
- On-site construction.
- Consulting or contract employee services (these require a specific UCLA contract).
- Medical or insurance services.
- Services, repairs or maintenance for which the merchant performs the services on the premises or where there is an established Strategic Sourcing Agreement or catalog in BruinBuy.
- Any other purchase for which a supplier requires a signed contract.
- Other items specified in University policy BUS-43, UCLA Policy 740 and Procedure 740.1.

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PERSONAL FUNDS- REIMBURSEMENT REQUEST

This method should be the last resort if you cannot use PO or PCard for payment. Use of employees' personal funds and reimbursements for procurement of goods and services is discouraged. Reimbursements for non-travel, non-entertainment and non-communication related expenses are exceptions to our normal procurement methods, and subsequently may take longer to process.

Refer to the Section V Restriction of [UCLA Policy 740](#) for additional information. Services should never be paid for by university employees out of pocket.

With the release of this new LVO Policy 741, a **\$1,000 limit has been established for reimbursements for purchases other than travel, entertainment, conference registrations, tuition reimbursement, journal publication fees and maintaining professional credentials.**

To request a non-travel reimbursement, please submit the following documents to beorders@hsseas.ucla.edu:

- **Reimbursement Request Form**
- **Receipts**
- **Proof of payment** - If receipt does not show the last four digits of credit card number, please provide redacted credit card or bank statements.

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VENDOR CATALOGS

The list of vendors who have agreements and contract pricing with UCLA can be found at:
<https://staff.purchasing.ucla.edu/Portal/app/agreements/agreementssummary.aspx>

The vendors below also have a contract with UCLA. Department staff can find contracted pricing via BruinBuy system.

AUDIO VISUAL EQUIPMENT:

AVI-SPL: <https://avispl.com/>

BH Photo Video pro Audio: <https://www.bhphotovideo.com/>

COMPUTERS & PERIPHERAL PRODUCTS

DELL: <https://www.dell.com/premier/us/en/rc964329/#/systems/std-configs/>

KST Data: <https://www.estorefrontmall.com/rsb/newWelcome.do>

Username: UCLA

Password: BRUINS

CDW-G:

<https://www.cdwg.com/integrations/custompage/v2/C1A0BA5F9E8E46C6A7C37B0973A3CD00>

FURNITURE

Steelcase/Tangram:

https://b2b.steelcase.com/exchange/ccrz_HomePage?effectiveAccount=0011S00000s7P9MQAU&cartId=54772fbe-ae5c-4d3f-b4e0-afd2750c173b&siteParam=ucla

LABORATORY EQUIPMENT & SUPPLIES

Abcam: <https://www.abcam.com/index.html>

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Cell Signaling Technology: <https://www.cellsignal.com/>

Fisher Scientific: <https://punchout.fishersci.com/us/en/home.html>

Username: uclabruins

Password: gofisher

Life Technologies (ThermoFisher scientific):
<https://www.thermofisher.com/us/en/home/order.html>

MilliporeSigma: <https://www.sigmaaldrich.com>

There are two ways to view UCLA's prices.

Login using (Username: uclaresearcher / Password: Sigma2022). This is shared with the whole campus so if someone else is logged in you won't be able to.

The other option is registering on <https://www.sigmaaldrich.com/US/en/pipeline> and entering registration code UNIVCALA. You will not be able to order directly from our website as orders must be placed through BruinBuy per University policy but when logged on to www.sigmaaldrich.com, you will see the discounts you receive.

VWR: <https://us.vwr.com/store/account/welcomePage.jsp>

MRO PRODUCTS

Fastenal IS:

<https://fastconnect.fastenal.com/fc/product;jsessionid=olGaLlhmSmkT5dGWNISdALRbqMrZTg1CAmRJurA9.1ef83042-e93c-ddc8-3e43-a01d93dafdfa:jvm01?allowGoogleMarketing=false>

Grainger: <https://www.grainger.com/>

Graybar Electric Co:

<https://commerce.graybar.com/webapp/wcs/stores/servlet/en/gb?storeId=11751&langId=-1&catalogId=10551&logonMode=1&logonId=4938064&buyerOrgId=7000000000000171279&memGrpId=8000000000000702501>

HD Supply: <https://www.suppliersolutions.com/hds/default.asp>

Newark Corp:

<https://eprocurement.newark.com/jsp/home/homepage.jsp?requestid=5574>

OFFICE SUPPLIES

Office Depot: <https://www.odpbusiness.com/home.do>

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Login Name-ucbrowse or ucbrowse1a (case-sensitive) & Password-Welcome1 (case-sensitive).

JANITORIAL SUPPLIES

Waxie Sanitary Supply: <https://info.waxie.com/>

MEDICAL SUPPLIES

McKesson Med Supplies: <https://www.mckesson.com/>

PROMOTIONAL PRODUCTS

Gorilla Marketing: <https://www.gorillamarketing.net/>

PRINTING SERVICES

The Castle Press: <https://www.castlepress.com/>

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