**DEPARTMENT OF FAMILY MEDICINE**

**RESEARCH UNIT**

**PURCHASING GUIDE**

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**WHO IS WHO?**

**REQUESTOR**: This is likely you. The Requestor is the person who needs the item or is requesting the item for someone on their team. The Requestor determines what needs to be purchased and from which vendor. This person will also be completing most of the forms for submission to the Authorizer.

**AUTHORIZER**: For CBAM employees, your Authorizer is Jennifer Baughman. For non-CBAM employees, your Authorizer is likely your PI. The Authorizer is responsible for making sure that you list the correct FAU to be charged, and that the item you are ordering is correct/relevant to the project. They will need to sign off on most ordering forms in order to proceed. For CBAM employees: Jenn will submit all requests directly to the Approver/Fund Manager herself. For Non-CBAM employees: Requesters need to get Authorizer signature, and then will submit the signed requests themselves.

**FUND MANAGER (APPROVER):** Daphne Cheung is the Sr. Fund Manager for the Research Unit and handles most of the research PI’s (including CBAM). Nick Repaci is the Jr. Fund Manager and is responsible for the Sports Medicine PI’s, FHC researchers, the IMG program (Bholat), the residency program (Sur), and research funds belonging to the Chair (Dowling). The Fund Managers are responsible for making sure that it is an allowable expense, that there are enough funds available, and that the purchase is compliant with sponsor policies.

**PURCHASER**: Valencia Moody is the Suite Coordinator and Purchaser for the Research Unit. She will review all purchase requests to make sure they are compliant with UCLA policies and that all required information has been submitted. She will then process the request (by creating the Purchase order, placing the order with the vendor, etc.)

**MANAGER OF RESEARCH ADMINISTRATION**: This is Laura Sheehan. She supervises the Fund Managers and Purchaser, as well as all non-CBAM Research Staff. She can serve as back-up for the Fund Managers and Purchaser if any personnel are out of the office. She is also a good resource if you have any questions.

**ORDERING COMPUTERS/IT EQUIPMENT**

1. Determine your needs by discussing your planned purchase with your Authorizer.
2. Contact DGIT to [create a ticket](https://uclahsprod.service-now.com/expert_shell.do?sysparm_initial=true&sysparm_sys_id=7bd7b87e41ac8140422761e41bb232fb) (or email dgitsupport@mednet.ucla.edu) in order to discuss your purchase, determine the best item for purchase, and obtain a quote.
3. Once a request is placed, a dedicated IT technician will review the order, obtain a quote from the appropriate vendor, and return that quote to you.
4. You should then complete the [Purchase Order Request Form](https://www.uclahealth.org/family-medicine/for-research-employees), clarifying the [FAU](http://www.research.ucla.edu/ora/training/media/fau/engage.html) and business justification, along with any other required information.
5. Submit both the PO Request Form and the Quote to your Authorizer for signature.
6. Once the Authorizer has signed off, please submit everything to the Fund Manager:
	1. For CBAM employees: Jenn will submit everything after she signs it.
	2. For non-CBAM employees: your PI will likely want you to obtain their signature and then you will be responsible for submitting everything to the Fund Manager. Be sure to attach the quote to your PO Request Form.
7. The Fund Manager will review the request and, if it does not need to be returned for additional information, will approve and submit it to the Purchaser for processing.
8. The Purchaser will then create the PO and communicate that PO to the vendor.
9. The item will be delivered to DGIT so that it can be verified and installed for you by their team.

Please allow at least 7-10 business days for this order to be placed (up to step 8), and then additional time for the vendor to process your order and ship it (step 9). If you have an urgent request, please communicate that to DGIT, your Authorizer, the Fund Manager, and the Purchaser so that they can attempt to accommodate your request more swiftly.

**ORDERING SUPPLIES**

1. If you need a non-specific, general office supply and you do not need a large quantity (e.g. if you need a stapler, pens, paper, post-its, etc.), please check the supply cabinet. For non-CBAM employees: the tall black cabinet by the door in the Supply/Copier room is the Department supply cabinet. For CBAM employees: the locked, tan cabinet next to the copier is the CBAM-specific cabinet and you may access this as well. However, you will need to obtain a key from Marcos or Jenn to open it.

If you do not see the item you need, please speak to Valencia to make sure it can’t be found elsewhere. (Note: not all of the supplies in the Supply/Copy Room are available to all staff, some items belong to a particular research group or PI, so coordinate with Valencia if you are unsure).

1. If you determine that the item(s) you need are not available in the supply cabinet, or if you need project-specific supplies, a specialty item, or large quantity of items, please discuss the purchase with your Authorizer to see if should be ordered and, if so, which [FAU](http://www.research.ucla.edu/ora/training/media/fau/engage.html) should be utilized.
2. Then determine the supplier:
	1. UCLA has agreements with certain suppliers who regularly do business with the University, and therefore provide discounts, have established purchase protocols, and whose ordering systems are directly linked to our Purchase Order system (BruinBuy). We encourage you to purchase your items from these suppliers if possible. Click here for a full list of all active suppliers in the BruinBuy system: <http://staff.purchasing.ucla.edu/Portal/app/bruinbuy/supplier-index-og.aspx>.
		1. For general office supplies, we recommend Office Depot. Visit their website to browse their catalogue and find the item number(s) and cost: <https://business.officedepot.com/>. Username: UCBROWSE1a, Password: BROWSE4u.
		2. Items purchased from active BruinBuy suppliers do not need to be called in/faxed separately. Just complete a Purchase Request Form (Step 4) and the item will be automatically ordered when the Purchaser creates the PO.
	2. If you cannot find the item you need from one of these suppliers, Valencia will need to create a Purchase Order number for the order, and then that PO # will need to be communicated to the vendor separately.
		1. First confirm with the vendor that they accept Purchase Orders (ask them or go to <http://staff.purchasing.ucla.edu/Portal/app/agreements/agreementsummary.aspx>).
			1. IF YES AND THE VENDOR HAS DONE BUSINESS WITH UCLA BEFORE: Obtain the item number and cost (get a quote if necessary), as well as the vendor information (including their address, phone number/fax number to send in the order, etc.). Proceed to Step 4.
			2. IF YES, BUT THE VENDOR HAS NOT DONE BUSINESS WITH UCLA BEFORE: Please coordinate with Valencia. The vendor will need to be set up in our system, which could take several days. Direct the vendor to this website: <https://www.purchasing.ucla.edu/accounts-payable/vendors-required-to-submit-w-9> so they can submit their W-9 and be set-up as an approved UCLA vendor. Once Valencia has confirmed with you that the vendor has been set up, proceed to Step 4.
			3. IF NO: Please coordinate with Valencia. We highly discourage the use of personal funds (cash/credit cards/etc.) to purchase items. Before making such a purchase, please discuss options with Valencia.
3. Once you have determined that the vendor is an active BruinBuy Supplier and accepts PO’s, and you have the order information (item #’s, cost, delivery information, vendor information, etc.), please complete the Purchase Request Form (see the *Completing the Purchase Request Form* section in this guide).
	1. Be sure to clarify on the form whether or not the purchase order needs to be faxed/emailed to the vendor.
	2. Authorizer must sign-off on the Purchase Request Form.
4. Either you or your Authorizer will submit the completed Purchase Request Form and any relevant supporting documentation to the Fund Manager.
5. The Fund Manager will review everything for accuracy and confirm that the FAU is correct and that the cost is allowable. If there are any issues, he will return it to you for correction. Once approved, he will then forward the request to the Purchaser (Valencia Moody, vmoody@mednet.ucla.edu).
6. Valencia will create the PO. If you requested that the PO be submitted to the vendor, she will either email or fax (depending on the option you identified on the Purchase Request Form) the PO to the vendor.
7. If you have any questions about the status of your order after you’ve placed your order, contact Valencia.

NOTE: After the PO has been created, do not alter your order with the vendor without first discussing it with the Purchaser. There may be restrictions on your order; also any changes to the order will require changes to the PO, which only the Purchaser can process.

**COMPLETING THE PURCHASE REQUEST FORM**



If the Authorizer permits it, their typed name or electronic signature is acceptable. Just be sure the Authorizer has approved the request.

Enter the information for the person completing the form and the date the form was completed



This section is of utmost importance. Justifications must be specific and detailed. When in doubt, imagine you are being audited, and this is your chance to explain why the purchase is justifiable and relevant to the fund from which it is being paid. Expand the box if you need more space.



This section should be completed if you are requesting than an invoice or quote be paid. You will need to attach the quote or the ORIGINAL invoice (not a copy), and summarize the basic information on this request form in the table provided (invoice number, vendor, invoice date, short description of what is being purchased, and total amount due). You can include more than one invoice/quote on the same Purchase Request form if the justification is the same for all invoices.



For orders, there is a live link to the [Office Depot Catalog](https://business.officedepot.com/) for your convenience. Please list the Vendor Name, but you don’t need to list the Vendor Phone or Address unless you are using an unusual vendor. If it is an unusual vendor and you need the PO to be submitted to them, be sure to select that option and provide either the fax number or the email to which the PO should be sent.

If it is a new Vendor, you will need to obtain that Vendor’s W9 and list the email address for the vendor.

If the purchase MUST be paid with a credit card, select that option. You will need to provide the Purchaser with all relevant information needed to place the order (e.g. website address, login/password, details of what is being ordered, etc.). Please discuss with the Purhcaser prior to completing this form if you have questions about this option.

Recipient name and address must be entered, as this is where your item will be delivered. If you are ordering this item for someone else, their name/address/phone should be the one listed here otherwise the item will be shipped to you and you will be responsible for delivering it.

If you have an account number with the vendor, please also include that information.

Enter the quantity and unit of measure (UOM) (e.g. boxes, units, bottles, crates, etc.) in the sections provided. Be sure the unit price and catalog numbers are correct (get the information from the vendor or their catalog). Please also include a brief description of the item so that we can confirm that the catalog # is correct. The amount column will autofill after you’ve entered information into the Quantity and Unit Price cells.



For reimbursements, please clarify who made the purchase (since it may not be the same as the person completing the form). You will also need to attach the original, itemized receipts for the purchase(s), and summarize them on the table provided. If the purchase was made with a credit card, you will also need to attach a copy of the credit card statement (sensitive information can be blacked out). Please note: justifications for reimbursements must be exceptionally strong. UCLA discourages the use of personal funds to purchase business items, so you need to have a very good reason for doing it. We highly recommend that Requestor’s/PI’s first discuss their purchase with Laura Sheehan prior to making a purchase, as it may not be reimbursable.



Please discuss with your Authorizer to determine the FAU information to enter into the final section of the request form.

If the funding comes from a federal source, please be aware that purchased over $2,500 will require additional documentation (click on the active link in the PO Request Form to obtain the additional required paperwork). If you do not know if the funding source is federal, speak to your Authorizer before proceeding.

***What is an*** [***FAU***](http://www.research.ucla.edu/ora/training/media/fau/engage.html)***?***FAU stands for Financial Accounting Unit, and is used to identify a specific funding source. The FAU includes 3 components: Account, Cost Center, and Fund number, in that order. If the FAU is 401234-LS-54321, you would enter “401234” into the Account cell, “LS” as the Cost Center, and “64321” as the Fund. Click [here](http://www.research.ucla.edu/ora/training/media/fau/engage.html) for more information about FAUs.

The Project code is optional but can only be 6 characters long. This is sort of like the memo field on a check; we use it to more easily identify the purpose of an expense on the ledger. If you have questions about this field, please discuss with the Manager of Research Administration, the Fund Manager, or your Authorizer.

The sub is typically “03” for most orders, as that is the sub for Supplies and Expense. Occasionally an item may need to be charged to another sub (e.g. 04 for Inventorial Equipment, 05 for Travel or Student Stipends, or 07 for Special Items), but please discuss with the Authorizer and/or Fund Manager if you aren’t sure.

The Object Code is a 4-digit code that helps us classify and track the kind of expense you are making (e.g. 4771 for “project-specific office type supplies,” or 3400 for “laboratory testing services”). Please use the live link on the form to determine the correct object code for your purchase, or discuss with your Authorizer if you are unsure. If you are requesting more than one item and they have different object codes, you will need to separate them in this section and list the correct object code for each.

For the Fund Name, please insert a brief description of the FAU you are using (e.g. “Joe Bruin’s R01” or “Josephine Bruin – Bookfund.” If you need to split the charges amongst various FAU’s, or if you have more than one object code, use either the Amount section or the % section to clarify which costs belong to which FAU/object code.

**NOTE**: Once the form is completed, it needs to be submitted to your Authorizer for review/approval, and then to your Fund Manager. If the request is urgent, please write that at the top of the order and let all parties know. Typically, it takes 1-4 business days to move through the Authorizer, Fund Manager and Purchaser’s desks. If you identify the request as urgent, it can typically be processed same day. Once the Purchaser submits the request, the turnaround time varies depending on the vendor, type of order/reimbursement, and a variety of other factors.

If you have any questions regarding how to complete this Purchase Request Form, please contact the Manager of Research Administration or the Purchaser.

**PURCHASING AIRFARE / REQUESTING A PRE-TRAVEL APPROVAL (PTA) NUMBER**

NOTE: The preferred method of purchasing airfare is with a PTA (Pre-Travel Approval) number. PTA’s can be used to purchase airfare when using UCLA Travel Services to arrange for a flight. Step-by-step instructions are listed below.

If you choose to purchase airfare with a personal credit card (NOT RECOMMENDED), please be sure to comply with all University and sponsor guidelines regarding the purchase of airfare. You will need to save your receipt, itinerary information, and credit card statement. Reimbursements cannot be processed for airfare until you return from the trip, and purchases that do not meet all guidelines may not be reimbursable.

**The preferred method for purchasing airfare is as follows:**

1. First discuss the purchase with your Authorizer, obtain permission to proceed, and determine the FAU/funding source. If the funding source is federal, please be sure to inform Travel or designate that in the Conexxus Portal during step 3.
2. Create a flight itinerary that meets your needs. You can call the Travel Center and have an agent find the best itinerary for you (option a), or you can use the online Conexxus Portal to do it yourself (option b):
	1. Call UC Travel (x62639). Be prepared to give them all the necessary information (as outlined in #3).

- OR -

* 1. Log into [Conexxus](https://travel.ucop.edu/connexxus/) (choose the UCLA option). Be prepared to input all the necessary information (as outlined in #3).
1. Provide the necessary information to create a draft itinerary. This will include:
	1. Full name of traveler (as it appears on their photo ID). If the traveler is a UCLA employee, have the Employee ID #. If not, have the social security number.
	2. Dates and location of travel, including preferred time of departure/arrival/return, etc.
	3. Funding source (you don’t need the PTA yet, but you’ll need to know if the funding source is federal, because flights purchased with federal funds have special restrictions).
	4. Any special requests (e.g. aisle/window seat, frequent flyer #’s, etc.)
2. Once a draft itinerary has been created, you will need a PTA number.
	1. For non CBAM employees: Forward the itinerary to both the Fund Manager and the Purchaser, and include the FAU and Business Justification. For CBAM employees: Forward the itinerary and the business justification to Jenn Baughman. She will determine the FAU and will submit to the Fund Manager/Purchaser.
	2. DO NOT FORGET TO LIST THE FAU AND JUSTIFICATION. The Justification should be written in complete sentences so that it can be cut and paste into the PTA system (e.g. “Roundtrip airfare for Dr. Joe Bruin from LAX to DCA to attend and present at the 25th Annual Research Forum.” Do not put “This is for my trip to DC next month. I’ll be going to the ARF.”)
	3. The Fund Manager will confirm that the purchase is allowable and that there are enough funds, and then the Purchaser will create the PTA for you. **If the request is urgent, please indicate that in your email. If the request is urgent and it is after 4:30pm, please include Laura Sheehan (****LSheehan@mednet.ucla.edu****) on your email**.
3. The Purchaser will create the PTA number.
	1. If you used the Travel Center, the Purchaser will send the PTA number directly to Travel and they will email you a final itinerary.
	2. If you used Conexxus, the Purchaser will send the PTA to you directly and you will need to enter it into Conexxus.
4. Save the receipt/itinerary information for your reimbursement request, which will be submitted after the travel has taken place. Even though the purchase will be made directly from the FAU, you will still need to indicate on your travel reimbursement form the total cost of airfare, provide the PTA number, and attach the itinerary.

**MILEAGE REIMBURSEMENTS**

If you need to travel for business purposes (e.g. for site visits, or mandatory meetings off-site), you may be eligible for mileage reimbursement. First discuss with your Authorizer to make sure it is allowable. If so, you will need to complete the [Mileage Record Report](https://www.uclahealth.org/family-medicine/for-research-employees) in order to be reimbursed.



List the name of the person who did the traveling (if you are completing this form for someone else, it will be their name, not yours, that should be listed here). You can track your mileage for more than one trip if you plan on making several trips within a certain period of time. We do not recommend reporting more than one month at a time, however. The business justification should be detailed, and should avoid using jargon/abbreviations.



Enter in all trip detail and the number of miles. Please use Google Maps or some other navigating software to determine the exact mileage, and include copies of those maps with your reimbursement requests. The dollar amount will automatically calculate. If you are using an old form, please be sure the rate per mile is up to date. As of 7/1/19, the rate is $0.58 per mile.



Enter the FAU information and Fund Name. The Project Code is optional. It is very rare to split mileage across multiple FAU’s, but if you need to do so, you can list more than one FAU.



The Traveler name will autopopulate. The Traveler will need to sign and date before this can be submitted. If the Traveler is the Authorizer, they only need to sign as the Traveler. If the Traveler is not the Authorizer, you will need to get Authorizer approval/signature. For CBAM employees, Jenn will submit. For non-CBAM employees: Once you have both Traveler and Authorizer signatures, please submit to the Fund Manager. The Fund Manager will review/approve and will submit to the Purchaser for processing.

**CONTRACTORS AND CONSULTANTS**

**Required forms:                                                    Purpose**

|  |  |
| --- | --- |
| [ ]  [Independent Contractor Pre-Hire Worksheet](https://ucla.app.box.com/v/tax-pdf-ind-contr-pre-hire)  | Determines the type of working relationship between the employer and the individual/vendor. |
| [ ]  [Independent Contractor/Consultant Form](https://ucla.app.box.com/v/pur-pdf-ind-cont-consult-form) | Provides detailed scope of work/service and/or proposal (must include period or performance/start/end date), please attach CV or resume  |
| [ ]  [Family Medicine PO Request Form](https://www.uclahealth.org/family-medicine/for-research-employees)  | This is an internal form specific to our department. This form is required to identify the FAU, state the business justification, and show PI and Fund Manager approval. Please include copy of budget/justification as well.  |
| [ ]  A copy of the supplier’s certificate of liability insurance  | Proof of adequate insurance as required. A [waiver](https://ucla.app.box.com/v/pur-pdf-liability-ins-waiv-req) may be requested under certain circumstances (please ask finance team). Please inform the vendor that UCLA should be listed as a certificate holder:  The Regents of the University of California -1111Franklin St, Oakland, CA 94607 |
| **Is the contractor/consultant new (not in the UCLA system yet)? If yes, you may need:** |
| [ ]  [W-9](https://ucla.box.com/ap-pdf-ucla-w9)  | Required to get the vendor set up into the system to conduct UC business.   |
| **Is this being paid for by federal funds? If yes, you may need:** |
| [ ]  [Sole Source Justification](https://www.ucop.edu/procurement-services/policies-forms/federal-funds-files/source-selection-price-reason-form-9-24-2019.pdf) (if applicable) or Detailed scope of work for competitive bid, competing proposals (to meet requirements related to competition, price reasonableness and funding).  | This document must be completed by the requesting department PI for all federally funded purchases **≥$10,000** (including tax/shipping) and non-federally funded purchases **≥$100,000** (excluding tax, but including shipping), to substantiated the appropriateness of source selection and price reasonableness. Locations are strongly encouraged to seek competition even in cases where goods and/or services are exempt from the requirement to competitively bid. |
| [ ]  [Debarment Certificate](https://www.uclahealth.org/family-medicine/workfiles/research/Debarment%20and%20Anti%20Lobby%20Certificates.pdf) | Required if federally funded, must be signed by vendor |
| **Did the contractor/consultant already do the work for which we are trying to pay them? If yes, DON’T DO THAT! But also, you will need to complete the following:** |
| [ ]  [After the Fact](https://ucla.app.box.com/v/pur-doc-after-the-fact-form) (if applicable) | If the work took place before the requisition is issued, the department PI must complete the [Justification Form for After-the-Fact Purchases](https://ucla.box.com/pur-doc-after-the-fact-form) and obtain all required approvals. |
| **Is the contractor/consultant a near relative? If yes, please complete the following:** |
| [ ]  [Conflict of interest form](https://ucla.app.box.com/v/pur-pdf-conflict-interest) (this form comes directly from the purchasing buyer) | Must be completed by any employee who proposes, or who is a near relative proposing to rent or sell goods/services to the University.  |
|  |  |
| **A Purchasing Buyer will contact the vendor directly by email to complete the forms below:**  |
| [ ]  [Small Business Solicitation form](https://ucla.app.box.com/v/pur-doc-small-biz-solicit)  | For all POs greater than $100K issued under federal prime contract. |
| [ ]  HIPAA Business Associate Agreement (BAA form)  | Required to safeguard contractor observing protected health info (e.g. participants of research studies, storing patient data, etc.)  |
| [ ]  Nondisclosure Agreement  | This form is for contractors requesting to have access to personal or confidential information. |
| [ ]  EFT form (optional) | If vendor is requesting to receive payment electronically/direct deposit |

**GIFT CARDS – HUMAN SUBJECT PARTICIPANTS**

Full and updated guidelines regarding human subject payments are available on the [Finance website](https://www.finance.ucla.edu/business-finance-services/payment-solutions-and-compliance/how-to-submit-research-payment-request), but this is a quick starter guide:

1. **IRB approval is required** before submitting a request for disbursement/payment for study participants.
2. Your **team must be in compliance** with  [BUS-49](http://policy.ucop.edu/doc/3420337/BFB-BUS-49%22%20%5Ct%20%22_blank) (Policy for Cash and Cash Equivalent Received), [UCLA Policy 361](http://www.adminpolicies.ucla.edu/app/Default.aspx?&id=361) (Cash Handling and Security), and [UCLA Safe Requirements](https://www.finance.ucla.edu/business-finance-services/payment-solutions-and-compliance/ucla-safe-requirements) (if storing cash/gift cards). If you are requesting e-gift cards, then things are much simpler.
3. You must **keep track of payments made to each participant** (even if the form of payment is a gift card).
	1. If a participant receives $600 or more within the calendar year, you must collect their W-9 form.
	2. A complete list of participants who received $600 or more, their payment totals, and their W-9s must be submitted to Accounts Payable by December 20 of each calendar year. We are not allowed to email W-9s due to security concerns, and they will only accept mailed version if they are sent via courier. Therefore, please work with Valencia to arrange for Mail Document and Distribution Services (MDSS) to deliver. You must complete the packet (list, amounts paid, and the accompanying W-9s) and then provide the FAU/recharge to Valencia so that she can place the internal order for delivery and charge the FAU accordingly. (If you have any questions about this process, you can reach out to Michelle Vides in Accounts Payable at mvides@finance.ucla.edu).
	3. AP will then make sure that a 1099 is issued to each participant who was paid $600 or more during the calendar year.
	4. If the participants were paid via check request, then Accounting will handle 1099 disbursement automatically. If they were paid via cash, gift card, or e-gift card, then you are responsible for making sure AP has the list, totals, and W-9s for all participants that meet the $600 payment threshold.
4. If you are going to request gift cards or e-code (e-gift cards), please review the [Gift Card Guide](https://www.finance.ucla.edu/business-finance-services/payment-solutions-and-compliance/gift-card-guide). We recommend that you utilize preferred gift cards. This will make ordering much faster and will allow you the option to return unused cards, plus there is no shipping/processing fee. As of Jan 2020, the list of preferred cards is as follows:





1. To request [cash](https://ucla.app.box.com/v/psc-human-subject-cash), [gift cards, or e-codes](https://ucla.app.box.com/v/psc-human-subject-gift-card), you must **download and complete the correct form** from Box.
	1. The IRB approval # and expiration date is required at the top of the form.
	2. We recommend listing two employees as “Authorized Personnel” on the form for cash and gift card orders. This is the person who is authorized to RECEIVE and manage the cash/gift cards. At least one of them must be present when the armored car delivery person arrives (which is why we recommend listing two people, in case the other one is at lunch or out of the office when the delivery arrives). All personnel listed on the form must enter their University ID #s and contact info on the form, as well as their signature. They will also need to have access to the MyUCLA Message Center.
	3. If the request exceeds $2,500, be aware that you will need to fill out the second page of the form, and will be required to have an appropriate safe to store the cash/cards.
	4. If you do not know the “General Ledger Account” information, please speak with your PI and/or Fund Manager.
	5. If you are requesting cash or gift cards (not e-codes), you will need to include payment for off-campus delivery.
	6. Obtain approval from your Authorizer/PI and then have the PI sign the form. (If you are requesting $2,500 or more, don’t forget to obtain signature on both page 1 and 2).
2. Once it has been completed and signed, **submit the form to your Fund Manager**.
3. The **Fund Manager will submit the request to Payment Solutions and Compliance** (PSC) via the MyUCLA Message Center.
4. If you’ve ordered cash or gift cards:
	1. When PSC has processed the order, they will reach out to the authorized personnel listed on the top of the form via the **MyUCLA Message Center** to arrange delivery. The **authorized personnel MUST respond to the message** to confirm the delivery date/time or they will not schedule delivery!
	2. Brinks armored car service will then deliver the cash/cards as per the message (typically within a 4-hr window, but see message for specifics).
	3. Once received, you must follow all policies (see #2 and #3 above) regarding handling, safety, security, tracking, and disbursement of cash/cards.
5. If you’ve order e-codes:
	1. You may or may not receive a message via MyUCLA Message Center regarding estimated delivery.
	2. Once processed, you will receive an email with the e-codes for disbursement.
	3. Once received, you must follow all policies (see #2 and #3 above) regarding tracking and disbursement of cash/cards.

**GIFT CARDS – NOT FOR HUMAN SUBJECT PARTICIPANTS**

Before ordering gift cards, please confirm that the recipients are not human subject participants. (If they are, see page 13 for instructions). Please also confirm that the order is not for employee recognition. (If so, speak to Laura Sheehan for further instructions). These ordering guidelines are only for other types of activities (e.g. for drawing winners at a conference where non-employees are in attendance.) Please be aware of University policies regarding [gifts/prizes presented to non-employees](https://policy.ucop.edu/doc/3420354/BFB-G-42) and [gifts/awards presented to employees](https://policy.ucop.edu/doc/3420353/BFB-G-41) before proceeding.

**To place an order for gift cards that will not be distributed to human subject participants:**

1. **Obtain permission** from your Authorizer/PI and confirm the correct FAU information.
2. **Copy and paste the following into an email.** Answer each question:
	1. Please confirm in a **clear statement** that the gift cards are not to be given to Human Subjects
	2. Please confirm in a **clear statement** if the gift cards are paid for under IRB
	3. Are the recipients UC employees?
	4. The 4 **digit** department **number** to charge them to
	5. Name of department
	6. The full FAU – Use Project Code: COVID – if the requirement is prompted by Work from Home restrictions
	7. Requestor 10 digit phone number
	8. Number of gift cards
	9. Type of card: plastic or digital (ecard) Amazon codes are delivered in excel format and forwarded to you for distribution.  Otherwise check your retailer web site to confirm they have the quantity and denomination you are requesting.  NOTE:  Grocery and Fast Food are NOT available in ecard format yet, keep checking.
	10. Denomination of gift cards - $10.00 per card minimum per CA Civil Code Section 1749.5
	11. Retailer \* – Amazon will continue to be ordered from Amazon all other cards, plastic or digital, will be ordered from NGC if available.
	12. The total value each individual receives in gift cards (and other payments) from UCLA during a calendar year must be less than $600. The requestor is responsible for maintaining records of total value distributed to each individual.
	13. Desired – NO GUARANTEE - delivery date
	14. Total value of gift cards  $
	15. Gift card orders **CANNOT** be cancelled or returned
	16. Copy Rowena Padua on all requests
	17. Ship to address for plastic cards: ESPECIALLY  DURING COVID SOCIAL DISTANCING RESTRICTIONS
3. **Send this information to your Fund Manager and Purchaser**. Please be aware that once processed, it is considered FINAL and you will not be able to make changes.
4. The Purchaser will then submit the request to UCLA Purchasing.
5. Depending on your order, it may take several weeks to process. We will **receive an email informing us when the order is ready** for pick-up.
6. The Purchaser will then reach out to the Requester to **arrange for pick-up (at the Wilshire Center)**. You will need to bring your University ID badge to pick up your order. \*EDIT: during COVID-19 shutdown, you can have gift cards shipped directly to the address specified in your order.

**Ordering from *At Your Service* Catering**

* Visit the website to view menu and cost: <https://www.uclahealth.org/catering/>
* Fill out a [catering request form](https://www.uclahealth.org/family-medicine/for-research-employees) –the requestor should sign as the “host” since you are the contact person
* Have your Authorizer (PI or other assigned authorizer) review and approve the form
* Submit to Fund Manager
* Fund Manager will return a copy of the signed form via email to both the requestor (to confirm order with catering) and Valencia (to process the internal recharge)
* The requestor sends the signed form by email to Peter Gamboa PGamboa@mednet.ucla.edu and Vinod Mangal VMangal@mednet.ucla.edu for processing
* The requestor should confirm the order with catering 2-3 days before event

**RESOURCES / LINKS TO FORMS**

The latest version of this guide, as well as other training materials and all purchasing/travel forms are available on the UCLA Family Medicine website. Navigate to the Research Tab, and select “For Family Medicine Research Unit Employees.”

<https://www.uclahealth.org/family-medicine/for-research-employees>

