

SEMEL INSTITUTE PCARD

Steps		Details
1.	Before deciding to use your Pcard, review UCLA supplier options.	Consider these options before using PCard: <ul style="list-style-type: none"> • BruinBuy catalog shopping. • Strategic Sourcing Agreements. • UC System-wide Agreements. • Campus Purchasing Department (restricted/0000K Agreements). • Campus Service Units (Catering, Mail and Document Services, Facilities). • ASUCLA.
2.	Review purchasing guidelines.	Read the information and guidelines for purchasing a variety of goods and services in the Buying section of this web site.
3.	Determine taxation.	<ol style="list-style-type: none"> 1. Ask the supplier if sales tax will be applied to the item. UCLA must pay tax on taxable goods, even if the tax is not applied at the time of purchase. 2. Note on the receipt or packing slip whether tax was applied to the sale. 3. Retain all charge slips and receipts.
4.	Provide the shipping address.	If your purchase requires shipping, provide your campus or office address or ship directly to UCLA Medical Receiving. Tell the merchant to add your name and phone number to the shipping label for fast, prompt delivery to you.
5.	Turn in the documentation.	<ol style="list-style-type: none"> 1. Sales receipts. 2. Supporting documentation.

PURCHASE RESTRICTIONS

- Cash advances.
- Internet or online payment mechanisms such as PayPal, which do not identify the ultimate payee.
- Inventorial equipment.
- 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.
- DSL or other internet connection charges or services (these charges should be paid by the employee and reimbursed if appropriate).
- Travel or entertainment (meals, airfare, hotel, car rental).
- Vehicle 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).
- Services, repairs, or maintenance where the supplier performs the services on UCLA premises.
- Any other purchase for which a supplier requires a contract to be signed.
- Other items specified in University policy, BUS-43, Part 8 and Standard Procedure 740.0.
- Conference Registration Fees
- Food.
- No service awards and/or retirement gifts (G – 41, G – 42).
- No purchases from EBAY



SEMEL INSTITUTE PCARD ORDER FORM

NAME OF PERSON TO CONTACT	TELEPHONE	DATE

ACCOUNT	CC	FUND	PROJECT	SUB	OBJECT	SOURCE

All orders must have fund manager approval prior to submitting for ordering.

DELIVER/SHIP TO ADDRESS:

QUANTITY	CATALOG NO & DESCRIPTION	UNIT PRICE

BUSINESS JUSTIFICATION

Submit to:

Gladys Carrera
Gcarrera@mednet.ucla.edu

Taxable Subtotal	
Tax	
S&H	
Total	

Approval Signature	
---------------------------	--