

**Civil & Environmental Engineering  
Department Purchasing Process**  
<https://www.purchasing.ucla.edu/>

Updated 2/23/2021

**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 [ceehelp@seas.ucla.edu](mailto:ceehelp@seas.ucla.edu) and one of the department staff will advise you. If you have any questions, please do reach out to us.

**A. PURCHASE ORDER (PO) REQUEST – PREFERRED METHOD**

Purchase Orders are intended to streamline the process for smaller, low-risk purchases, where the involvement of Purchasing is unlikely to net a better deal. 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 application. An PO should be issued at the time of order or commitment to the vendor. It protects the University, complies with policy and confirms the agreement with the vendor.

The PO is the preferred method for purchasing. Please submit the [Purchase Order request form](#) along with any quotes to [ceehelp@seas.ucla.edu](mailto:ceehelp@seas.ucla.edu) for processing.

**Existing UCLA Vendor Agreements**

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>  
You can click on the agreement number for links to the vendor site and contact information.

There are also vendors set up in the UCLA purchasing system who are not on the vendor agreement list. Please check with department staff to see if vendors are set up in the UCLA purchasing system. Please try to purchase goods/services from the vendor agreement list or from vendors already set up in the system before purchasing from new vendors as it takes longer to set new vendors and can cause delay.

**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 the following:

- \* W-9 that has been signed within the past six months
- \* Accounts Payable email address
- \* Accounts Payable contact phone number.

Please submit all documents to [ceehelp@seas.ucla.edu](mailto:ceehelp@seas.ucla.edu) so we can submit the W-9 on your behalf. After the UCLA Vendor Management Team has approved the vendor, we can issue the PO to place the order. The vendor set-up process can take 3-5 business days.

### Requisition Request (R Class) – Orders over \$5,000

Requisitions for orders in excess of \$5,000 (e.g. equipment, services require contract) needs to go through UCLA Purchasing for approval. Certain products and services require special handling and must be ordered by requisition regardless of value. They include purchases of firearms, explosives, narcotics and radioactive materials. A UCLA professional buyer's signature is required on all contracts and licenses, including service and maintenance not covered by established agreements.

**Requisitions can take up to 3-4 weeks to be processed by Central Purchasing.** To avoid delay, plan ahead and submit the requisition request at least a month before you need the equipment/service. Please avoid receiving equipment/items prior to getting the approval of the P class purchase order from Central Purchasing to avoid after the fact justification.

Submit the following forms below to [ceehelp@seas.ucla.edu](mailto:ceehelp@seas.ucla.edu) for orders over \$5,000.

- **Purchase Order Form** - <https://www.cee.ucla.edu/purchaseorders/>
- **Sole Source Form**  
<https://www.ucop.edu/procurement-services/policies-forms/federal-funds-files/source-selection-price-reason-form-9-24-2019.pdf>

For federally-funded purchases greater than or equal to \$10K and non-federally funded purchases greater than or equal to \$100K, a Source Selection Price Reasonableness Form must be completed and submitted with PO request form.

- **Vendor Quotes** - At least 2-3 quotes from vendors should be obtained and provided with the rest of the form so we can attach it to the requisition order request submitted to purchasing.

### **B. DEPARTMENT PURCHASING CARD (Pcard)**

The department purchase card should be used if a vendor does not accept UCLA PO or is not set up as a vendor in the UCLA Bruinbuy system. The Pcard should be used for urgent purchases or for purchases from vendors you will not use again in the future since the process to submit receipts and create transactions for Pcard purchases can be tedious.

Note that Pcard cannot be used to pay foreign vendors.

UCLA has contracted rates with many vendors so we should go through the contracted pricing first before finding other vendor options and purchasing items through pcard. Please look for preferred vendors when ordering your supplies.

If you are purchasing from a vendor that is not set up in the UCLA Bruinbuy system and do not plan to purchase from them in the future, we will make an exception to use the department pcard to pay for these purchases. However, if you will be using the vendor again, please set them up as a vendor in the system (see section A above for instructions to set up a vendor in the UCLA system). Please submit a Purchase Order form and send it to [ceehelp@seas.ucla.edu](mailto:ceehelp@seas.ucla.edu) to place the order via Pcard. Staff will use the department Pcard if the vendor is not in the system and if purchases from the vendor are one time only.

### **C. PAY OUT OF POCKET & GET REIMBURSED**

**This method should be the last resort if you cannot use PO or Pcard for payment. We want to minimize the reimbursement process especially reimbursements over \$1,000 which requires approval from the Director of Central Purchasing and can take a long time.**

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. University policy requires that departments use approved procurement methods, such as PO or Pcard. Goods should be purchased using the university approved procurement methods and should only be purchased with personal funds as a last resort. If you need to purchase goods/services, please contact the department staff ([ceehelp@seas.ucla.edu](mailto:ceehelp@seas.ucla.edu)) for options. Use of PO or Pcard before paying out of pocket to avoid delay in reimbursements which can take up to 3 months (turnaround time seems to be 2-4 weeks recently).

Use of employees' personal funds and reimbursements for procurement of goods and services is discouraged. With the release of this new LVO Policy 741, a \$500 limit has been established for reimbursements of purchases other than travel, entertainment, conference registrations, tuition reimbursement, and maintaining professional credentials (i.e. licenses). The \$500 limit is per item not per transaction but the goal is to also reduce the number of transactions that go through as reimbursements. The limit excludes tax and shipping but again the goal is to steer more purchases to approved methods. **All reimbursements over \$1,000 require an exception request to be approved by the Associate Director of Purchasing.**

If you have contacted the department staff for purchasing options and we cannot use the PO or Pcard to place your order and we advise you to pay out of pocket and get reimbursed, then please submit the forms below to [ceehelp@seas.ucla.edu](mailto:ceehelp@seas.ucla.edu) to request reimbursement.

- **Reimbursement Request Form:**  
<https://www.cee.ucla.edu/reimbursement-requests/>
- **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.

## **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>

**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](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>

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

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

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

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

**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?allowGoogleRemarketing=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=700000000000171279&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 Login**

For non-BruinBuy users to browse only, <https://business.officedepot.com/>  
Use Login Name-UCBROWSE1a (Case-sensitive)  
Password-BROWSE4u (Case-sensitive).

## **JANATORIAL 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/>