

UC SAN FRANCISCO-UC BERKELEY
RWJF HEALTH & SOCIETY SCHOLARS PROGRAM
Purchasing Guidelines

I. Procedures

Order requests

- Vendor invoice for University purchases not billed to UCSF
- Membership & Dues
- Registration (Conference)
- Subscription
- License Renewal
- Examination Fee
- Research supplies
- Reimbursements
- Book orders via Amazon.com (see below)

1. Complete all information on purchase order form (See Appendix A) including:
 - a. Check off whether or not it is *urgently* needed (determined by whether it is worth extra shipping costs to have it here sooner)
 - b. date and name of person requesting the item
 - c. vendor name, address and phone number/website address and email if available
 - d. catalogue number, Name of item, quantity and amount
 - e. check off if item(s) already purchased, attach receipts and reimburse for purchases
 - f. obtain approval signature
 - g. Notes (i.e. Whether the item should be shipped somewhere other than the Laurel Heights campus)
2. Submit to purchasing assistant (purchasing assistant will order within two days of receipt of request)
3. If total purchase is more than \$2,500, purchase request will be submitted by purchasing assistant to Material Management. Material Management has a goal of 5 days to process an order.
4. Once item is received (usually within two weeks) place **packing slip** in Program Assistant's IN BOX (Edgar Micua) located in Suite 465 reception area. If item will take longer than two weeks due to backlog, purchasing assistant will inform you.

AMAZON.COM BOOK ORDERS

1. Book orders for scholars can be purchased online. Scholar will need to send an email to CHC noting what books to order including ISBN #. CHC will go online to place order and confirm order via email to scholar. Email micuae@chc.ucsf.edu

5.

B. *General Reimbursements* (See Appendix A)

1. Obtain approval before spending. Complete the following items on the purchase request form:
 - a. date and name of person requesting the item
 - b. Check box indicating that item is already purchased and indicate who should be reimbursed
 - c. Obtain approval signature
 - d. Notes: Indicate check to be mailed / where or to be picked up
2. **Submit all pertinent credit card statements, original receipts, etc. to purchasing assistant along with signed CHC order form**
3. Allow 4-5 weeks for the reimbursement to arrive

C. *TRAVEL Reimbursements* (See Appendix B)

1. If charging to your budget, check your budget balance first with your Program Coordinator, (Grace Guarin)
2. Airline ticket purchases: All State airfares for official UCSF business travel should be booked through Fell Travel. (see attached for instructions)
3. Obtain approval signature for upcoming trip
4. Determine if travel advance is needed. Submit **estimated** itemization of how much is needed, *within 30 days of trip*.
5. Upon return, **complete** CHC Travel Expense Itemization form
6. Submit itemization form, along with original receipts, itinerary, boarding passes, credit card statements and cancelled checks to purchasing assistant. **Accounting will require all documentation in order to complete process.**
 - a. per diem \$64.00 per day- no receipts required
conference includes meal, per diem is not allowed
 - b. On partial days of travel, **full per diem is not allowed.**
7. Purchasing Assistant will complete travel voucher within 3 working days of receipt.
8. Review and sign Accounting Travel Expense Voucher (TEV).

- a. If Travel Advance was obtained before trip, include check payable to **Regents of U.C.** to cover the difference if the trip cost is less than the advance.
- b. If trip is more than the advance, accounting will reimburse you the difference.

c. If Travel Advance was obtained, an accounting for this advance should be made within **TWENTY ONE DAYS** after completion of the trip. Advances paid, and not accounted for within 120 DAYS after the trip date, are reportable as income (irs form W-2) and are subject to withholding of taxes

9. Purchasing assistant will submit the Travel Expense Voucher (TEV) to accounting; reimbursement should be received within 2-3 weeks.

D. ***SUBJECT Reimbursements*** - (see Appendix C) Research subjects should be asked to complete this form for each study related visit. This form certifies participation and the \$ amount the subject expects to receive for their participation at the visit.

1. Purchase gift cards from Safeway, Target, etc.
2. Submit check requests for individuals, check will be received in 4-5 weeks

II When proper purchasing process are followed

A. Integrity of the fund

1. ensures that purchases are in keeping with CHC, UCSF and funding agency's guidelines and policies
2. ensures that you will be reimbursed properly as there is a hardcopy with necessary signatures
3. ensures that the fund is properly charged as there is a hardcopy for the budget analyst to review, i.e. prevents vendor from double billing
4. enables budget analyst to identify and remove faulty charges if back-up system is maintained

B. Audit protection

1. UCSF policy requires back up be provided for all purchases.
Back up consists of:
 - a. Purchase request
 - b. Invoice
 - c. Packing slip
 - d. Check request or Travel Voucher

2. Auditors will periodically review departments purchasing system to make sure that the university is protected against fraud or unethical practices.

C. HIPAA and CHR requirements

1. When human subjects are involved it is important to follow procedures so that adequate protections are in place