

## **Purchasing in PBIO:**

Any emergency orders must include justification as to why it is an emergency and should be submitted no later than 11AM for processing the same day. Please plan ahead when placing orders and anticipate your needs to keep approximately a 30 day supply of items whenever possible.

There are five ways to make authorized purchases @ UGA:

1. **Purchase Requests/Orders through UGAMart (includes Radioactive Isotopes)**  
These are items requested by the individual/lab that are for vendors in the UGAMart system and are either on catalog items or non-catalog items.
2. **Blanket Orders**  
Purchase Orders set up with individual vendors for a specific dollar amount and period of time. Individual/lab will request that a blanket order be established by Gretchen. Once established the individual/lab will contact vendor directly to order items referencing the PO#. These will be set up for vendor ordering that **need** to be done through the vendor directly.
3. **Pcard orders**  
These are items requested by the individual/lab that fall under the PCard guidelines and for items that are for vendors that are not currently in UGAMart. These orders will be placed by Gretchen, Shannon or Chelsea.
4. **Chemicals**  
These should be purchased directly by individual/lab through CRS.
5. **Petty Cash**  
These are purchases made by the individual, usually locally, and then submitted to Gretchen for reimbursement.

## **1. UGAMart Ordering:**

Go into [ugamart.uga.edu](http://ugamart.uga.edu) , sign in with your MYID and password. Shop for items for all state contract vendors and non-catalog vendors. Follow the UGAMart guidelines for creating an active cart.

**Change the cart name from the default name to the vendor name with the lab name/your initials. (i.e. VWRDawe/sw or FisherLukowitz/sj) You can keep the date if you like or put it in the description line. You can mark the cart's priority from "Normal" to "Urgent" if necessary and attach your letter of justification for emergency purchase in the Internal Notes area under "Review."**

**If a shopper only, you will review your cart to be sure the Cart name, date needed, order status are correct. Use the internal notes area to put a justification for purchase on grant orders. Then "Assign" the cart to a Requisitioner, for the order to be placed. You can put the account number in a note to the Assignee (Requisitioner). If you are a requisitioner you will review the cart, edit the appropriate areas, edit the account information and "Place Order".**

Also, if you order Radioactive Isotopes you need to acquire B # in order for the University to track them. <http://128.192.142.7/ESS/BNumber/index.html>. You will find most information on what types of chemicals fall into these categories by checking out the Environmental Safety Division website [www.esd.uga.edu](http://www.esd.uga.edu).

**For Radioactive items, obtain the B# from ESD, place order through UGAMart, put the B# in the "External Notes and Attachments" section as well as on the line item where indicated and change the Delivery address to Environmental Safety Division's address and redelivery address to the actual lab/room number in Miller Plant Science.**

If after searching UGAMart, you cannot find the item needed and the vendor is not available, follow the directions for placing a PCard order.

**2 – 3. Follow the below instructions for requesting these orders:**

Blanket Order requests and orders for items that fall within PCard guidelines should be made by filling out a Plant Biology Order form and emailing the completed and saved form to [orders@plantbio.uga.edu](mailto:orders@plantbio.uga.edu). A link to this form is on the Plant Biology Internal information page: <http://www.plantbio.uga.edu/about/botinfo/>

Save the form with a new name (i.e. YeABCCompany or BurkeXYZCompany) and email the form as an attachment. Put the name of the vendor in the subject line of the email. The order will be submitted to UGAMart to create the Blanket Order number or placed as a Pcard order by Gretchen, Shannon or Chelsea .

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**All pcard orders must include a short justification for purchases on “grant” accounts. Comments need to be as specific as possible. Specify how the purchase directly relates/benefits the account to which it is being charged. Keep in mind the purchases must be allowable per the terms and conditions of the project and the University’s Direct Cost Policies and Procedures. Orders without justification will not be processed.**

**Also for non teaching orders, please provide the account number, not just an account name. The last 3 digits of the UGA account number will be accepted.**

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**Set up Blanket orders with vendors you use on a routine basis:** Each lab should request blanket orders be established in late May (approx.) for the new fiscal year (July 1 – June 30) with vendors you order from on a routine basis (such as Beckman Coulter and Integrated DNA Technologies).

Blanket orders are for customer primer and oligo’s (no chemicals or equipment). Once the PO # is established for a vendor, the representatives of your lab may place orders themselves using the purchase order number and customer account number. Invoices are received electronically by Gretchen thru UGAMart.

All orders (including blanket orders) \$25,000 or above require a Sole Source/Sole Brand form be completed or must go out for bid. This form can be found on the administrative forms website: [http://www.busfin.uga.edu/forms/sole\\_source.pdf](http://www.busfin.uga.edu/forms/sole_source.pdf)

**Pcard Orders:** The Pcard may be used to purchase supplies and materials, non-inventoried equipment (\$2499.99 and below with exceptions listed above) and various services (non-contract) valued at \$2,499 or less including shipping and/or handling charges.

House Bill 1113 makes the Cardholder (Gretchen, Chelsea or Shannon) responsible for any violation of Pcard policy. They can have their Pcard revoked and be fired for violating policies. **Because of this order requests received from unknown vendors or websites that do not appear secure will not be processed. If you wouldn’t use your personal credit card for a vendor or website, neither will we.**

Upon receipt of orders, the front office personnel will notify you to pick-up your package. **Please make sure any packing slips or other documentation for receipt of goods is returned to Gretchen, Chelsea or Shannon.** This paperwork is required to be attached to Pcard statements by the state auditors as proof that the order was received by the intended recipient for all Pcard orders.

**4. Chemicals:**

All chemicals must be ordered through Central Research Stores. Do not ask Gretchen to order any chemicals. Hazardous Chemicals, Radioactive Isotopes and Laboratory Chemicals Governed by the Laboratory Safety Manual cannot be ordered by Pcard.

Ordering through CRS is simple and fast. Go to the CRS website [www.crs.uga.edu](http://www.crs.uga.edu), click on ordering & billing, and then register using your UGA ID. Once you have placed the order you can print a copy and put in Gretchen's box for tracking and accounting purposes. There are also order forms in the mail room you can fill out and fax to CRS.

#### **5. Petty Cash Disbursements:**

Within limits, department personnel may make direct purchases and direct payment by cash for such purchases. When dealing with this type of purchase, remember that you may submit an order by Pcard for a majority of the purchases. There is a \$500 total limit for any petty cash purchase. Please try to take the petty cash form with you to the vendor. You will find them in the mail room or you can print them online. <http://www.busfin.uga.edu/forms/petty.pdf>. Please note it states on the Petty Cash Disbursement Receipt form that the University of Georgia is exempt from Sales Tax and other State of Georgia and Federal Taxes. If the vendor requires a copy of our Tax Exemption Certification, please contact Sonya Bishop in Procurement @ 706-542-7067.

**The limitations of petty cash purchases include: any item construed as equipment that has a unit value exceeding \$99.99 cannot be purchased. Consumables such as printer cartridges are allowable, but may not exceed \$500 (and can usually be ordered by Pcard).**