

HOW TO COMPLETE A PURCHASE ORDER REQUISITION

Complete the yellow highlighted parts

1. Provide company name, address and/or link offering the item(s)/services needed
2. Provide UROP's IRT application number in ORG REF ID box
3. Name of student ordering supply
4. Signature of faculty mentor of the project
5. List the campus address you would like the item(s) shipped to or it will default and send item to Calit2 (Note: if the item is not sent to Calit2, please make sure provide in the attn box the full name and room of the individual receiving the item)
6. Complete the ordering form with the appropriate information as well as the link and description
7. Name of student ordering should list his/her email in the NOTES section. If there are any special instructions or information which will help facilitate the order, please provide in this section.

Once the form has been completed, please email to Tricia Le at tricial@uci.edu to initiate the ordering process.

SEE ATTACHED SAMPLE

DO's and DON'Ts of IRT Purchasing

Before you complete a purchase requisition form, review the IRT and UCI campus resources first. IRT has some equipment inventory. UCI campus has many resources such as genomic services, fabrication services, etc. Also, as a student, you may have access to software licenses at a student discount or even free.

From IRT Guidelines, these are some purchases that are allowable:

| CAN be covered | NOT covered |
|---|---|
| <ul style="list-style-type: none">● Chemicals● Supplies● Reference materials not available for free● Animals● Copying/printing● Research poster for presentations● Mailing/postage● Mileage● Software● Presentation materials, such as a Symposium poster● Facilities rental● Other critical related costs | <ul style="list-style-type: none">● Travel (UROP Travel Awards can provide limited funding for qualified expenses; see the UROP website for information)● Major hardware purchases● Standard laboratory expenses● Salaries, honoraria and stipends to compensate for project-related work● Benefits for project participants● Gift cards/gift incentives, cash or otherwise● Items that can be borrowed for free or rented at a much lower cost● Membership fees● Conference registration fees● NO CASH or CASH EQUIVALENT PAYMENTS to benefit participants, researchers, & others from the project |

All purchases must adhere to university policy whereby certain equipment such as laptops and others remain the ownership of Calit2/UCI. ALL USABLE EQUIPMENT PURCHASED DURING THE COURSE OF THE PROJECT REMAIN PROPERTY OF CALIT2 AND THE IRT PROGRAM FOR USE DURING FUTURE PROJECTS.

Purchases should not be made from the following vendors:

EBay
AliExpress
Home Depot

**CALIFORNIA INSTITUTE FOR TELECOMMUNICATIONS
AND INFORMATION TECHNOLOGY
UC, IRVINE, CA 92697-2800
PURCHASE ORDER REQUISITION**

UROP IRT
application
number



| Vendor Name & Address | KFS ACCOUNT | ORG REF ID | Amount |
|---|----------------------|------------|--------|
| Company name & address and/or website link - supplies.com | (Calit2 to Complete) | IRT-app# | |
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|--------|--------------------------|--|
| Phone: | Date Req.: | Date Wanted: |
| Fax: | Spoke To: | |
| Name: | Name of student ordering | Signature: <i>Faculty mentor to sign</i> |

| | | | |
|---|------------------------|----------------|-----------------------|
| Ship To: WHERE TO SHIP* OR 4100 CALIT2 BLDG University of California, Irvine Irvine, CA 92697-2800 | Low Value P.O.# _____ | PALCARD | <input type="radio"/> |
| | High Value P.O.# _____ | Comp/Bookstore | <input type="radio"/> |
| | Blanket P.O.# _____ | Recharge | <input type="radio"/> |
| | Ship By: _____ | Faxed: | Yes No |
| Attn.: <u>Alise Adams, Rm 4100 Calit2</u> | (name, room, phone) | | |

VENDOR TO SHOW OUR ORDER NUMBER ON BOTH INVOICE AND PACKAGES AND MAIL INVOICE TO:
UNIVERSITY OF CALIFORNIA, IRVINE, ACCOUNTING DEPARTMENT, IRVINE, CALIFORNIA 92697-1050

| Item No. | Qty. | Unit of Measure | Catalogue # | Description | Unit Price | Extension |
|----------|------|-----------------|-------------|---|------------|-----------|
| | 1 | pk | | connector | \$6.990 | \$6.99 |
| | | | | https://www.walmart.com/ip/Pack-of-10-BM06B-SRSS-TB-LF-SN-Connector-Header- | | |
| | | | | see example above: provide link + description | | |
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| NOTES: Student email address: Panteater@uci.edu STEP 1: Student to complete purchase requisition (yellow highlights) & obtain faculty signature STEP 2: Student to send completed & signed requisition to tricial@uci.edu & Alise will place order *please include address, department, building, rm# & zot code | Sub-Total: | \$6.99 |
| | Shipping: | |
| | Sales Tax: | \$0.54 |
| | P.O. Total: | \$7.53 |

Dept. Approval: _____

Financial Manager, Calit2 Suite 4006