

Guide To Appropriate Form Use In MyUF Market

Form Name	Non-Catalog Item Form	Standard Service Request Form	Amount Only Request for Goods Form ¹	Confirmation Purchase Request Form	Household Moves Form	UF Subcontract Form	Enabled Vendor Quote Form	Agreement Intake Form (AIF)
Appropriate Use	Use to order goods that are not available in the E-Catalog – <u>non-Enabled vendors only</u>	Used For ALL Types Of Service	Used For Blanket Orders For Goods; Minimum \$1000.00, Good For One Year Only, <u>Cannot</u> Be Used For Enabled Vendors*	Used <u>Only</u> When An Invoice Has Been Received For Goods/Services	Use To Request Household Goods Moves For Staff And Faculty	Contracts And Grants Use Only	Used <u>Only</u> With Enabled Vendors For Product That Cannot Be Purchased Through The E-Catalog Or Punch-Out Websites	When an agreement or contract needs Procurement’s review signature for an event paid for by PCard, funds will be encumbered at a later date or signature is required but no payment.
Examples	Equipment Computers Copier purchase Machinery Sole Source Vehicles	Advertising Catering Consultant Copier maintenance agreements Document destruction Dues and Membership Lab fees and services Lease of space/land Printing Temp services	Only non-Enabled vendors including but not limited to: Publix Home Depot Lowe’s Animal feed Clothing/uniforms Dental appliances Food items Kitchen supplies *As new vendors are Enabled in myUF Market no blanket POs will be allowed	Emergencies Where Purchasing (or someone with delegated authority) has executed a contract	Household relocations for Staff/ Faculty	Subcontracts Where the Department of Sponsored Research (or delegated office) has executed a contract	Items specially priced for your department/lab or products that cannot be obtained on the vendor’s punch out website Lab equipment Machinery Special orders	As long as above terms are met: Hotels, Event Rentals, Bus Transportation, Restaurant Events, Memberships, Catering