# Guide To Appropriate Form Use In MyUF Market

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Non-Catalog Item Form</th>
<th>Standard Service Request Form</th>
<th>Amount Only Request for Goods Form</th>
<th>Confirmation Purchase Request Form</th>
<th>Household Moves Form</th>
<th>UF Subcontract Form</th>
<th>Enabled Vendor Quote Form</th>
<th>Agreement Intake Form (AIF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriate Use</td>
<td>Use to order goods that are not available in the E-Catalog—<strong>non-Enabled vendors only</strong></td>
<td>Used For <strong>ALL</strong> Types Of Service</td>
<td>Used For Blanket Orders For Goods; Minimum $1000.00, Good For One Year Only, <strong>Cannot</strong> Be Used For Enabled Vendors*</td>
<td>Used <strong>Only</strong> When An Invoice Has Been Received For Goods/Services</td>
<td>Use To Request Household Goods Moves For Staff And Faculty</td>
<td>Contracts And Grants Use Only</td>
<td>Used <strong>Only</strong> With Enabled Vendors For Product That Cannot Be Purchased Through The E-Catalog Or Punch-Out Websites</td>
<td>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.</td>
</tr>
</tbody>
</table>

**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

- **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

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*As new vendors are Enabled in myUF Market no blanket POs will be allowed*