

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
Appropriate Use	Use to order goods that are not available in the E-Catalog – <u>non-Enabled² 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
Examples	Equipment Computers Copier purchase Machinery Sole Source Vehicles	Advertising Catering Consultants Copier maintenance agreements Document destruction Dues and Memberships 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

¹ See the Purchasing website for more information: <http://www.purchasing.ufl.edu/departments/faqs.asp#amount>

² Enabled Vendors are those that have an e-catalog and/or punch out website in myUF Market. For a list of enabled vendors see the myUF Market website: <http://www.purchasing.ufl.edu/departments/myufmarket/vendors.asp>