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>
</tr>
</thead>
<tbody>
<tr>
<td>Use to order goods that are not available in the E-Catalog – <strong>non-Enabled</strong> vendors only</td>
<td>Used For ALL 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>Use To Request Subcontract For Use Only</td>
<td><strong>Only</strong> With Enabled Vendors For Product That Cannot Be Purchased Through The E-Catalog Or Punch-Out Websites</td>
<td></td>
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</tbody>
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**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, Lowes
- 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

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1 See the Purchasing website for more information: [http://www.purchasing.ufl.edu/departments/faqs.asp#amount](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](http://www.purchasing.ufl.edu/departments/myufmarket/vendors.asp)