

UC San Diego  
**SOURCE GUIDE**  
INTERNAL USE ONLY

**Contract Number:**  
**Contractor Name:**  
**Status:**  
**Project Name:**  
**Principal Investigator:**  
**Plan Administrator: Anthony Singleton, Small Business Development Office**

**EMPLOYEE-VENDOR RELATIONSHIPS: NUMBER BUS-43 MATERIEL MANAGEMENT PART 7**  
<http://www.ucop.edu/ucophome/policies/bfb/bus43p7.pdf>

Business 43, Part 7 sets forth special limitations and requirements covering acquisition of goods or services by the University, including independent consultant and independent contractor services, *when the transaction involves an employee-vendor relationship, as opposed to an employer-employee relationship*. Employer-employee relationships are governed by appropriate personnel rules, including [Personnel Policy 82](#), Conflict of Interest.

**CONFLICT OF INTEREST IN PURCHASING**  
<http://gcr.ucsd.edu/industry/faculty/coi.htm#coipurchasing>

It is the University policy ([Employee-Vender Policy PPM 523-9](#)) to separate an employee's University and private interests and to safeguard the University and its employees against charges of favoritism in the purchase of goods and service. No purchase of goods or services shall be made from any employee or near relative thereof unless there has been a specific determination that such goods or services are not available from either commercial sources or the University's own facilities.

If this project needs an alternate source, please send the request to [sbdo@ucsd.edu](mailto:sbdo@ucsd.edu).

**EQUIPMENT**

<p><b>SUPPLIER NAME</b>                  9999 Nine St.                  San Diego, CA 92093                  Phone:                  Fax:                  Web-Site:</p>	<p>-- Please Select --</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="font-size: small;">Small Business</td> <td style="font-size: small;">Small Disadvantaged Business</td> <td style="font-size: small;">Women-Owned Small Business</td> <td style="font-size: small;">Historically Black Colleges &amp; Univ.</td> <td style="font-size: small;">HUBZone Small Business</td> <td style="font-size: small;">Veteran-Owned Small Business</td> <td style="font-size: small;">Service-Disabled Veteran-Owned</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> <p>Item(s) to be sourced:</p>	Small Business	Small Disadvantaged Business	Women-Owned Small Business	Historically Black Colleges & Univ.	HUBZone Small Business	Veteran-Owned Small Business	Service-Disabled Veteran-Owned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**SUPPLIES & MATERIALS**

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**TRAVEL: NEW UCSD APPROVED TRAVEL PARTNERS**  
 SMALL BUSINESS DEVELOPMENT OFFICE

UC approved travel Connexus partners are the primary sources when seeking air travel services. See "Small Business Travel" under Booking Options for all small business travel related needs.

For your travel needs go to <http://booktravel.ucsd.edu>.

If this project needs an alternate source, please send the request to [sbdo@ucsd.edu](mailto:sbdo@ucsd.edu).

SAMPLE

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