University of California, San Diego
Purchasing Authorization Form
(03/10)

Please refer to policy information and instructions attached to this form.

Please check the statement(s) describing the actions(s) to be taken, then complete Sections 1, 2 & 3.

- □ Obtain access to the online IFIS Purchasing module (IFIS User ID: ________________________)
- □ Obtain a new delegation of authority/ buyer code to:
  - □ Issue and approve Department Orders only
  - □ Issue and approve Express Order purchases only
- □ Add organization number(s) to a delegation already on file
- □ Delete organization number(s) for an existing delegation
- □ Delete a delegation of authority/ buyer code due to separation, transfer, etc. Effective date: ________________
- □ Record a change in name for existing delegation/ buyer code. Employee name before change: __________________________________

**NOTE:** Justification is required for granting non-university employees a formal delegation of purchasing authority. Forward a justification statement, with MSO or Department Business Officer’s signature to Procurement & Contracts (0914) for review and approval. The Procurement & Contracts manager reviews all requests before granting an exception.

**SECTION 1: EMPLOYEE INFORMATION**

<table>
<thead>
<tr>
<th>FIRST NAME</th>
<th>MIDDLE</th>
<th>LAST NAME</th>
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<tbody>
<tr>
<td>DEPARTMENT NAME:</td>
<td>EXTENSION:</td>
<td>MAIL CODE:</td>
</tr>
<tr>
<td>EMAIL ADDRESS:</td>
<td>**EMLOYEE ID (see note below)</td>
<td>BUYER CODE:</td>
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**NOTE:** Assigned by Purchasing.

| PAYROLL TITLE: | **EMLOYEE ID (see note below) | BUYER CODE: |

**SECTION 2: ORGANIZATION INFORMATION** Please list all organization codes below. Attach additional sheets if necessary.

<table>
<thead>
<tr>
<th>Organization Code 1</th>
<th>Organization Code 2</th>
<th>Organization Code 3</th>
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**SECTION 3: DEPARTMENT APPROVALS:**

<table>
<thead>
<tr>
<th>Approval:</th>
<th>Date</th>
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<tbody>
<tr>
<td>Approval:</td>
<td>Date</td>
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**PROCUREMENT & CONTRACTS APPROVAL ONLY:**

| Approval: | Date |

In accordance with PPM 523 Purchasing Authorization may be delegated only by and with the approval of the manager, Procurement & Contracts or designee.
INSTRUCTIONS
Complete all appropriate sections on the form; have it endorsed by the department head or by the principal investigator (where funding is under the Federal Demonstration Project) and forward to Procurement & Contracts, 0914. After approval has been granted by the Procurement & Contracts manager or designee, Procurement & Contracts will return a copy noting the assigned Buyer Code. The person receiving the delegation of departmental purchasing authority should retain a copy of this policy and information sheet for future reference.

GENERAL POLICY INFORMATION
In accordance with BUS 43, the Procurement & Contracts manager may delegate departmental purchasing authority to purchase materials, supplies, services, and repairs. This authority allows individuals with this delegation to commit funds by Department Order, Express Order, or other established purchasing methods. No other university staff or faculty may re-delegate the authority granted to them by the Procurement & Contracts manager or designee to any other individual. The department buyer has a low value purchase delegation not to exceed $2,500- $4,999 (depending on method) per order/ supplier for materials and supplies not available through Marketplace or campus recharge departments, and for repairs not available from campus organizations. Individuals receiving such delegation are responsible to comply with all applicable university policies and procedures, and are subject to the provisions of PPM 523-4, “Departmental Purchasing Authority.” Under the delegation of departmental purchasing authority, you may not make purchases that:

a) Are artificially divided into individual orders under the $2,500 limit
b) Are for items defined as inventorial equipment (any non-expendable, tangible personal property with a cost of $5,000 or more, is free standing and has a normal life expectancy of more than one year. For more information about equipment, please see Equipment Management Basics (http://blink.ucsd.edu/finance/equipment/inventorial/basics.html).
c) Require unique administrative and financial attention (i.e., split funding, change orders)
d) May generate multiple invoices
e) Are for items restricted from the low value process (for a complete listing of restricted items, please see Items Restricted From Department Order (http://blink.ucsd.edu/buy-pay/ways/purchase-order/dept/restricted.html)).

Process purchases subject to any of the above restrictions either by issuing a High Value Purchase Requisition for processing by the professional buyers in Procurement & Contracts, or by methods specified in Items Restricted From Department Order (http://blink.ucsd.edu/buy-pay/ways/purchase-order/dept/restricted.html). Do not use the purchasing tools designed for use by departmental employees to avoid compliance with University policy or procedure.

DEPARTMENT ORDERS (Low Value Purchase Orders)
A Department Order includes most purchase orders of $2,500 or less, including tax, freight, and handling charges, with the exception of the restricted items referenced above. Only individuals with pre-approved delegation of purchasing authority and a Buyer Code may generate Department Orders. For online entry of Department Orders, the buyer must also have the buyer must have access to IFIS, a UCSD e-mail account and password, and have completed appropriate training.

Audit and Management Advisory Services (AMAS) (http://blink.ucsd.edu/finance/accountability/admin-responsibilities/amas.html) or an appropriate designee of the Procurement & Contracts manager conducts periodic appraisals to ensure proper performance under this authorization and to provide a basis for adjusting or discontinuing the delegation to the individual as the findings indicate. The Procurement & Contracts manager reserves the right to limit the number of delegations issued to each department, and to withdraw this authorization upon evidence of non-compliance with established regulations.

EXPRESS ORDER
Express Order is a process by which authorized departmental buyers may order laboratory supplies, chemicals and services from designated suppliers. The system consolidates ordering, recording, and payment of a transaction into one process.

To use Express Order, obtain a delegation of purchasing authority by completing the Purchasing Authorization Form. The delegation of authority for Express Order transactions is $2,500. Please access Express Order Overview (http://blink.ucsd.edu/buy-pay/ways/express-order/index.html) to view a list of the suppliers available through Express Order. Visit Express Order: General Procedures and Guidelines (http://blink.ucsd.edu/buy-pay/ways/express-order/procedures.html) for information on the Express Order process.

For additional purchasing information, please contact the Procurement & Contracts office at x43084, via e-mail at purchasinginfo@ucsd.edu or visit the Blink Buy & Pay tab (http://blink.ucsd.edu/buy-pay/index.html).