

## **PROGRAM PURCHASING:**

Supply purchasing has several procedures dependent upon what is being purchased and for what purpose.

### **TYPES OF PURCHASES**

#### **OFFICE SUPPLIES:**

In most cases office supplies found in the supply cabinets (paper, pens, binders, portfolios, post-its, easel boards, tape, etc.) can be used for program events. If a large quantity is needed, discuss with the Office Manager to determine if Placer County funds or program funds will be used to purchase supplies. How the purchase is made will depend upon the funding source. Purchases are usually made by clerical staff.

#### **ENTERTAINMENT:**

Food, drinks and ice served, food service supplies, room rentals, and decorations are considered Entertainment Expenses and are paid with UC funds. Payments are processed through AggieTravel. Purchases can be made with a Corporate Card or out of pocket by program staff. Receipts should be submitted to assigned Clerical Support. With the following information for processing:

- Itemized receipts totaling \$75.00 and over.
- Event details: title, date, location
- Agenda for event
- Purpose of event

This does not apply to 4-H events and meetings. 4-H Councils fund entertainment expenses.

#### **PROGRAM SUPPLIES/EQUIPMENT:**

Supplies, equipment used by specific programs and food used for demonstrations is purchased with UC Funds and subject to grant funding guidelines. Purchases are either an out of pocket expense by program staff then submitted for reimbursement or submitted to the Office Manager or UC Admin Secretary to purchase with a Purchasing Card. This does not apply to 4-H events and meetings. 4-H Councils fund most supplies and equipment expenses. There are exceptions.

#### **TRAVEL:**

Travel is paid with UC Program Funds. Hotels, airfare, car rentals, parking fees, meals and registration fees are considered travel expenses. Payments are processed through AggieTravel. Receipts should be submitted to your assigned clerical support. With the following information for processing:

- Itemized receipts totaling \$75.00 and over
- Event details: title, date, location
- Agenda for event
- Purpose of event

## PAYMENT OPTIONS

**Staff Reimbursements** are issued to staff when purchases are made out of pocket. See the UCCE Placer Nevada Check Request Directions for details of required documentation and procedures.

**UC Purchasing Cards** are issued to the Office Manager, UC Admin Secretary and the Master Gardener CES. The purchasing card is used to purchase program supplies and equipment. The funds will be connected to a UC program account when processing the paperwork. Discuss with the Office Manager or UC Admin Clerk (Nutrition purchases) or send an e-mail with link to item you wish to purchase listing what the item is, the cost, the purpose and the account used to pay.

**UC Corporate Cards** are issued to Advisors and CES for Entertainment and Travel purchasing. Purchases will automatically post to AggieTravel and require paperwork processing.

**Departmental Purchase Orders** are used when an invoice is received for goods received (not services) that will be paid directly from UC accounts. See the UCCE Placer Nevada Check Request Directions for details of required documentation and procedures.

**Request for Purchase Orders** are submitted when a service, like a chartered bus, is required. These must be submitted a minimum of one month in advance for processing. See the Office Manager for details.