

FREQUENTLY-USED FORMS - OVERVIEW

[Listing of Forms on Business Operations Center Website](#)

Form Name	Purpose
Purchasing	
Approval Request for Organization Membership Dues	Membership fees
Request for Purchase Order (RPO)	Used for transactions and services that cannot take place until a Purchase Agreement (PA) and Purchase Order (PO) have been approved. -Generally used for purchases valued more than \$10,000 and equipment purchases exceeding \$5,000. -If using Aggie Enterprise Punchout/Store Catalog, this form is not necessary.
Small Business Supplier Registration Form	Register state and federally-certified small, diverse, women or veteran-owned businesses
Small Business First Program Waiver (SBFP Waiver)	Fill out if not using small business and if no exceptions apply
Sole Source Justification Form	Only one supplier on \$10K+ transaction total for federally-funded accounts
Sole Source Selection Price Form	When using federal funds over \$10K; other funds over \$100K
Statement of Cash Collections (SCC)	Cover sheet for miscellaneous cash receipts and gifts (separate forms required for each type).
Software	
Software Related Services (SRS)	Contracting process - software/cloud-based services; must have VRA. - This form is required for Procurement to proceed with the contracting process for any software or cloud-based services. - Needs to be submitted with the VRA and signed by the Unit Head - Only needs to be included with new purchases - Only required to be attached to the first month's bill
Vendor Risk Assessment (VRA)	Required when purchasing new IT related Software and services. - If product/software is available in Aggie Enterprise, purchase can be made and no additional review is required. - Full list of software that has already been risk assessed can be found here: https://ucanr.edu/portal/vra_info.cfm
Contracting & Hiring	
Independent Contractor Pre-Hire Form	Prior to hiring or renewing a contract for independent contractor. Complete prior to contracting or renewing a contract for independent contractor (individual) services to ensure the appropriate process to complete. Must have HR signature included.
Request for Contracting Out Services (COS)	Used when an external vendor provides a service that might be considered a covered service. -These are services customarily provided by University staff in SX (service) or EX (patient care technical) bargaining units e.g. onsite food service preparation, building maintenance, cleaning and janitorial, mail, security etc. -Send to Pia Wright (piapwright@ucanr.edu) in HR Labor Relations for review and approval Note: printing is no longer deemed a covered service at UC ANR units (unless in Davis or Oakland) but COS form still needs HR Labor Relations review.
Scope of Work (SOW)	Required anytime the contract will cover services provided, regardless of whether the university or a contractor will be providing the services.
Travel & Entertainment	
Approval Request for Additional/Exceptional Entertainment	Morale building, UC employee recognition, etc.
Entertainment Expense Form	This form must accompany entertainment expenses paid in Aggie Enterprise.
Group Travel Request Form	Use when group of UC employees travels together
Missing Approvals or Receipts?	
Confirming Order Form	Unauthorized purchases are those made without appropriate approvals. This form must accompany any request for unauthorized purchases.
Declaration of Lost Receipt	Complete this form when all means to obtain an original receipt have been exhausted Do not use this form for travel reimbursement.
Additional Forms	
Cognos Access Request Form	Requesting access to Cognos, a UC Path reporting tool. - Return to Scott Leaf (sleaf@ucanr.edu), and P'Trish Glass (pjglass@ucanr.edu)
Facility Use Agreement (FUA)	Documents the terms, expectations, and liabilities when using non-ANR space for programs or activities.
Tip	
If you're not sure if a document is needed with your request, always fill it out and include it. UC Davis purchasing won't reject a request for too many documents but will reject it if something is missing.	