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## Frequently-Used Forms Overview

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If you're not sure if a document is needed with your request, always fill it out and include it. Your request is likely to be rejected by UC Davis for too little rather than for too much documentation and detail.

### **Purchasing**

#### **Approval Request for Organization Membership Dues**

Used to pay for membership fees when there's a legitimate business purpose for our institution's membership in the organization.

#### **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 and App Purchasing

### 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 Director. If you are a Director, your supervisor must sign off.
- 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](https://ucanr.edu/portal/vra_info.cfm)

## Contracting & Hiring

### Independent Contractor Pre-Hire Form

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](mailto:piapwright@ucanr.edu)) in HR Employee Labor Relations for review and approval

**Note:** printing is no longer deemed a covered service at UCANR 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**

UC ANR HR provisions access to Cognos, given Supervisor approval. Contact Serena Brady ([srbrady@ucanr.edu](mailto:srbrady@ucanr.edu)) or Becky Sisman ([bsisman@ucanr.edu](mailto:bsisman@ucanr.edu)) for more information.

### **Facility Use Agreement (FUA)**

Documents the terms, expectations, and liabilities when using non-ANR space for programs or activities.