

**Purchasing Options Reference Guide**

Below are the primary methods for purchasing goods and services from vendors outside of UCLA:

Purchase Option	Purpose	Restrictions	When Does Vendor Receive Payment?	Payment Type
Low-Value Order (LVO)	Goods and services	1) < \$5,000 (excluding shipping & taxes) <u>AND</u> 2) A signed contract or terms & conditions is <u>not</u> required	Net 30 days of invoice date	Check
Commodity agreements <sup>1</sup>	Goods and services provided by University-approved vendors	1) Vendor agreement must be current (non-expired) <u>AND</u> 2) Purchase amount may not exceed the negotiated agreement amount without additional approval from UCLA Purchasing	Net 30 days of invoice date	Check
Purchase Order <sup>2</sup>	Goods and services	1) > \$5,000 <u>OR</u> 2) A signed contract or terms & conditions is required	Net 30 days of invoice date	Check
Pro Card	Alternative for LVO purchases	1) < \$2,500 <u>AND</u> 2) Expenses relating to travel, entertainment, and capitalized equipment are unallowable 3) The Pro Card is only held by designated Business Office fund managers	At time of purchase	Credit card (VISA)

<sup>1</sup>Refer to the UCLA Vendor Agreements List at Purchasing website ([www.purchasing.ucla.edu](http://www.purchasing.ucla.edu)) for individual agreement information.

<sup>2</sup>Approval from UCLA Purchasing is required for all purchase orders. Department units should submit requests to the Business Office at least 3-6 weeks in advance.

**Additional Notes:**

- UCLA Purchasing has the sole responsibility and authority to sign all contracts and agreements. Department units may not sign any agreements on behalf of the University.
- Individuals are encouraged to use the University's approved procurement methods. Reimbursement requests for the use of personal funds should only be a last resort.
- Reimbursements exceeding \$500 are unallowable unless the purchase relates to travel or entertainment.
- Separate payment guidelines apply for travel and entertainment expenses. Please refer to the Business Office's "*Travel Policy Reference Guide*" for details.
- It is the purchaser's responsibility to forward all payment requests and related documentation in a timely manner to the Business Office for processing.