



University of California  
Berkeley



## BearBuy Forms

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# Amount vs. Quantity Based

- You can add multiple vendors in a cart as long as the forms you are using for each vendor all are the same type (amount or quantity).
- Please note that Catalog purchases/vendors can only be combined with other Catalog vendors (no mixing forms with catalog purchases).

			Conditions	
ABLE TO MIX IN CARTS	Form Name	Form Type	Request by Amount	Request by Quantity
	Amount Only Form	Amount	OK	NO
	Independent Contractor and Consultant Services Form	Amount	OK	NO
	Moving Services: Household and Personal Effects Form	Amount	OK	NO
	Non-Catalog Form	Quantity	NO	OK
	Non-Catalog Item	Quantity	NO	OK
	Off-Campus Events Form	Amount	OK	NO
	Payment Request Form	Quantity	NO	NO
	Service Order Request	Amount	OK	NO
	Sole Source Over \$100,000 Form	Amount	OK	NO
	Subaward Forms	Amount	OK	NO
	Temporary Staffing Request Form	Quantity	NO	OK
	Vehicle Charter Request Form	Quantity	NO	OK
After the Fact Form	Quantity	NO	NO	

- Note:**
  - 1 form = 1 form type
  - A user can create a cart with multiple suppliers as long as the form type's (by amount or by quantity) are identical.

# Entertainment

- **Definition:** At UC Berkeley, "entertainment" means expenditures for meals or light refreshments and related services (e.g., labor charges, room rental, equipment rental, decorations, flowers, and similar expenditures).
- **Policy BUS 79:** <http://www.ucop.edu/ucophome/policies/bfb/bus79.pdf>
  - Attachment : [Entertainment form](#)

Forms	Situation
Off-Campus Event	Off site retreat, rent space off campus, requires quote Risk management review for insurance and contract terms and contract sign-off
Payment Request	Pay for catering after event Requires invoice as attachment
Service Order Request	Vendor requires PO ahead of event, or deposit is required Note: Cart/Req. must have 2 lines: 1 . Deposit; 2. Balance Requires quote/estimate

# Blu-Card Tracking

- Requires separate payment via bluCard
- **Policy BUS-43 Section 6:** <http://policy.ucop.edu/doc/3220485/BFB-BUS-43>
- Form type: Non-Catalog Form
- Supplier will always be Blu-Card Tracking
- Orders created using this process will not dispatch to the vendor or to BFS.
- When the requisition is fully approved the bluCard holder will place the order directly with the supplier.
- Items paid via bluCard will appear on a separate bluCard order and in the PO History with an order number similar to the format "CC12345678" The order number can be referenced in the transaction notes in BFS during reconciliation. bluCard transaction reconciliation in BFS remains the same.

# Competitive Bidding

- Competitive bidding should be conducted for orders  $\geq$  to \$5K.
- Placing an order with a solely sourced supplier should be the exception rather than the standard procedure – see the next slide for more on Sole Source.

The following forms should be used if the item or service is not available from a BearBuy catalog.

Criteria	Service Order Form	Non-Catalog Form	Amount Only Form
\$ Value	Services $\geq$ \$5K	Goods $\geq$ \$5K	Goods $\geq$ \$5K
Required documentation	<ul style="list-style-type: none"> <li>• Price reasonableness</li> <li>• Source Justification</li> </ul>	<ul style="list-style-type: none"> <li>• Price reasonableness</li> <li>• Source Justification</li> </ul>	<ul style="list-style-type: none"> <li>• Price reasonableness</li> <li>• Source Justification</li> </ul>
When to use other forms	<ul style="list-style-type: none"> <li>• For Independent Contractor or Consultant Services – Use the Independent Contractor and Consultant Services Form</li> <li>• For Temporary Labor – Use the Temporary Staffing Request Form</li> </ul>	Service-related blanket orders for equipment maintenance with single invoice	When multiple bills are anticipated for a single item such as equipment rentals or fabricated equipment

**NOTE:**

- Only if 1 source is available attach sole source justification and price reasonableness/source selection

# Sole Source

The Sole Source Form should only be used when:

- Order is  $\geq$  \$100K and
- One or more of the following applies:
  - Unique to a particular manufacturer or supplier
  - Supplementary or accessory needed from the same manufacturer
  - Has been designed into fabricated equipment
  - Required for test and evaluation
  - Emergency acquisition as described in BFB-BUS-43 (<http://policy.ucop.edu/doc/3220485/BFB-BUS-43>)

# Blanket Purchase Order

- Used when the University enters into an ongoing service agreement with a vendor. The vendor will bill the department based on the agreed upon schedule with multiple payments against a same line item.
- Example
  - Department wants to lease new copier machine. Lease agreement is for 5 years and the vendor will bill monthly
- **Should not exceed** one fiscal year

Forms	Situation
Amount Only Form	Taxable, Non-service related orders (i.e. Copier lease agreement)
Service Order Form	Non-Taxable, Service related orders (i.e. equipment maintenance)







# Faculty Relocation

- UCOP Business and Finance Bulletin G-13, Policy and Regulation Governing Moving and Relocation (<http://policy.ucop.edu/doc/3420347/BFB-G-13>)
- UCOP Business and Finance Bulletin G-28, Policy and regulation Governing Travel. (<http://policy.ucop.edu/doc/3420365/BFB-G-28>)

Pay To Vendor	Relocation Reimbursement
Must Use the Moving Services: Household and Personal Effects Form in BearBuy	Reimbursement of employees who pay vendors directly and/or seek reimbursement for travel expenses incurred during relocation must be made in BearBuy with a Payment Request Form and the <a href="#">Travel Expense Voucher - U85 Form</a> .
The documentation must include: <ul style="list-style-type: none"><li>• Memorandum of approval from the appropriate department representative</li><li>• Chart string to be charge</li><li>• Name of the relocating family</li><li>• Present address of the employee</li><li>• Telephone of the employee</li><li>• New address where household effects are to be shipped</li><li>• Desired dates of packing and pick up.</li><li>• Quote from carrier, or any other information that might help Procurement and Business Contracts</li></ul>	

# EH&S Compliance

- EH&S has several policies pertaining to specific transaction types.
- Controlled Substances, Toxic gases, Hazardous material and Radioactive items all need to be reviewed by EH&S
  - Correct flags must be used when purchasing these type of items in order for requisitions to get routed to EH&S or to a Campus Buyer for review within BearBuy.

EH&S Review Needed	Flag Name	Flag Icon
Controlled Substances	Controlled Substances	<input type="checkbox"/>  Controlled substance
Toxic Gases	EH&S Review (Toxic, Hazardous)	<input type="checkbox"/>  EH&S Review (Toxic, Hazardous)
Hazardous Material	EH&S Review (Toxic, Hazardous)	<input type="checkbox"/>  EH&S Review (Toxic, Hazardous)
Radioactive Material	Radioactive	<input type="checkbox"/>  Radioactive

- For more information on EH&S programs and program requirements visit the EH&S website (<http://ehs.berkeley.edu/>)

# Multi-Location Assignments (MLAs)

- Occurs when an employee is simultaneously employed by two or more locations. For additional guidance, see the UC Accounting Manual (<http://www.ucop.edu/ucophome/policies/acctman/p-196-38.pdf>).
- Home and host are defined as follows:
  - **Home Campus:** where the employee holds his/her primary employment .
  - **Host Campus:** where the employee is employed on an additional basis is.
- Form Type: Service Order Request Form
- Typically processed through Human Resources and Payroll. For additional information please see the HR resources website (<http://hrweb.berkeley.edu/er/multi-location-appointments>).
- If Lawrence Berkeley National Lab (LBNL) is one of the locations, contact your department HR Consultant for assistance.
- For MLA's involving academic appointments, contact the Academic Personnel Office.

## Exceptional Situations:

When an MLA cannot be processed through HR due to Business Policy Requirements HOME location, it may be necessary for the HOST campus to pay the HOME campus, for their portion of the salary, by completing the BearBuy Service Request Form.

# Asset Management

- Equipment Management is responsible for procedures related to the management and control of all inventorial equipment under the care and custody of the Regents.
- **Policy BUS 29:** <http://policy.ucop.edu/doc/3220477/BFB-BUS-29>
- "Equipment" is all items meeting the following criteria, which must be tracked by the University's property and financial systems:
  - are non-expendable
  - stand alone
  - have a normal useful life of one year or more (see UCOP's Useful Life Schedule)
  - qualify as tangible personal property with an acquisition cost of \$5,000 or more (includes gifts and transfers of equipment at this value)
  - note that firearms, government property, and vehicles registered with the DMV must be recorded and tracked, regardless of cost
- Equipment Management tracks campus inventorial equipment through the Berkeley Equipment Tracking System (BETS), an online, web-based campus application - see the next slide for more information on BETS.
- Departmental Equipment Custodians are the primary responsible party for tracking their department assets.

# Berkeley Equipment Tracking System (BETS)

- BETS tracks inventorial and non-inventorial equipment and was designed specifically to meet the unique needs of the University of California, Berkeley.
- BETS provides advanced systems technology solutions to Equipment Management's operations.
- A valid Calnet ID and BETS account is required to access the system (<http://bets.berkeley.edu/Home/BetsHome.cfm>)
- For more information related to BETS, please contact [betshelp@berkeley.edu](mailto:betshelp@berkeley.edu)

# Risk Management

- The University uses the term “Risk Services” to describe two closely-related functions:
  - **Traditional risk management:** administering the University’s insurance programs, coordinating litigation, reviewing insurance and indemnification language in contracts, and issuing insurance documents on behalf of the campus.
  - **Enterprise risk management:** identify and prevent organizational disasters.
- **Policy BUS 63:** <http://policy.ucop.edu/doc/3520339/BFB-BUS-63>
- Entertainment contracts should be submitted using BearBuy or sent to [offcampusevents@berkeley.edu](mailto:offcampusevents@berkeley.edu) at least two weeks prior to the start of the event to allow time for review and signature.
- As part of its mission, the Office of Risk Services also handles:
  - Policy access and coordination
  - Delegations of authority
  - Conflict of interest (non-research)
  - Review and signature of travel and entertainment contracts below \$50,000

# SPECIFIC FORMS

# Temporary Staffing Form

- When to use
  - To purchase/request temporary staffing from our strategically sourced contracts, for the following categories: Admin/Clerical, Food Services, IT Services, Light Industrial, or Trade.
  - For those requests with non-contracted suppliers, use the service request form.
- Include the required waiver number in the field located under the Business Purpose section of the form.
  - For more information on how to obtain the required waiver number, please visit the [HR website](#).
- Rate per hour and quantity of hours **REQUIRED**
- Could be multiple lines

**NOTE:** Statement of work and selection justification text box cannot exceed 1,000 characters. Attach additional documentation.



# Vehicle Charter Request Form

- Policy: <http://policy.ucop.edu/doc/3520339/BFB-BUS-63>
- When to use
  - To purchase vehicle charter services with strategically sourced suppliers.
  - If you are making this request with a non-contracted supplier, use the non-catalog form.
- The University of California, Berkeley, has strict insurance requirements for vehicle charter usage by the campus. You may select to purchase vehicle charter services from the suppliers listed in the drop-down menu. These suppliers have already met the insurance requirements set forth by the University.
- A non-contracted supplier will be subject to meeting insurance requirements and additional approval.

# Independent Contractor & Consultant Services

Independent Contractor	Consultant Services
Use the Independent Contractor & Consultant Services Form	Use the Independent Contractor & Consultant Services Form
Must follow UCOP BUS 34 Policy ( <a href="http://policy.ucop.edu/doc/3220478/BFB-BUS-34">http://policy.ucop.edu/doc/3220478/BFB-BUS-34</a> )	Must follow UCOP BUS 77 Policy ( <a href="http://policy.ucop.edu/doc/3220483/BFB-BUS-77">http://policy.ucop.edu/doc/3220483/BFB-BUS-77</a> )
<ul style="list-style-type: none"><li>• Required Internal Attachments:<ul style="list-style-type: none"><li>• Conflict of Interest</li><li>• Certificate of Insurance</li><li>• Pre-Hire Worksheet</li><li>• Selection Justification</li></ul></li><li>• Required External Attachments:<ul style="list-style-type: none"><li>• Statement of Work</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Required Internal Attachments:<ul style="list-style-type: none"><li>• Copy of Contract Agreement signed by the Business Contract Office</li></ul></li><li>• Required External Attachments:<ul style="list-style-type: none"><li>• Statement of work, Estimate, or Schedule</li></ul></li></ul>

# After-the-Fact Form

Policy/Guidelines	When to use	Workflow
<p>- After the Fact purchases are "unauthorized purchase" per UCOP Bus 43  <a href="http://policy.ucop.edu/doc/3220485/BFB-BUS-43">http://policy.ucop.edu/doc/3220485/BFB-BUS-43</a></p>	<p>- To pay for goods/services for which a purchase order has not previously been completed.</p> <p>- Each invoice should be submitted on a separate form.</p> <p>- Do not complete this form for purchases that have already been paid using a bluCard.</p>	<p>- Workflow follows the same workflow as the Payment Request Form.</p> <p>- After Requisition Approval a Voucher is created and reviewed by Disbursements prior to Voucher approval.</p> <p>- Purchase Order generated from an After-the-Fact Form will not be sent to the Vendor.</p>

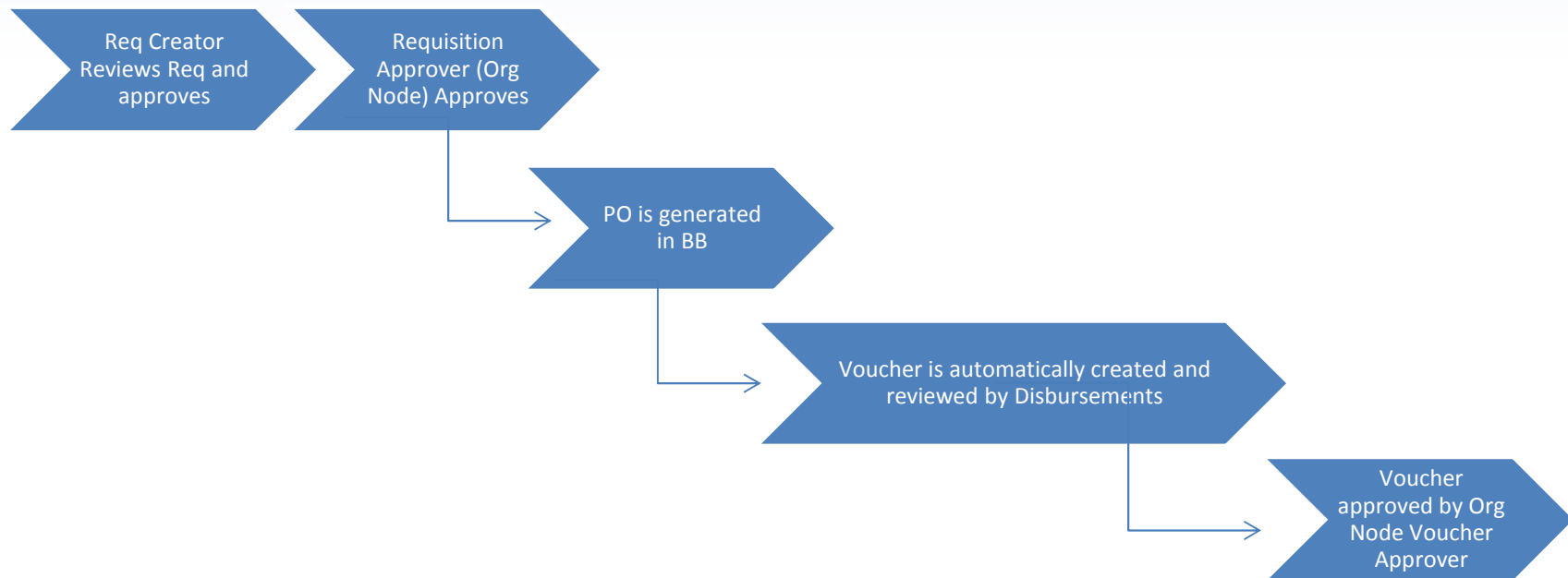
- **NOTE:** An attached invoice is not required to process the order; however, the attached invoice is required before the payment can be released to the vendor.

# Payment Request Form

- Shoppers and Cart Authorizers may submit incomplete forms for processing provided a supplier name (or Supplier Not Found) is selected.
- Shoppers and Cart Authorizers do not have access to student names and UCB employees.
- A Requisition Creator must **complete all required fields** before a request can be finalized.
- Payment Request Activities have different documentation requirements which must be attached to the Payment Request Form. Detailed information about the requirements is on the Disbursements Website.  
(<http://controller.berkeley.edu/disbursements/FAQ/aboutDirectVouchers.htm>)
- Personal Travel and Entertainment Reimbursements must go through the Travel and Entertainment System. (<http://hrweb.berkeley.edu/guides/campus-business-systems/travel-entertainment>)

## Payment Request Form Cont...

- Payment Request Form follows the same workflow as the After-the-Fact Form.
- After Requisition Approval a Voucher is created and reviewed by Disbursements prior to Voucher approval.



- The Purchase Order generated from a Payment Request Form and will not be sent to the Vendor.

# Data Privacy

- What is considered personally identified information (PII)?
  - Anything that contains an individual's name or initials *combined* with a:
    - **Social security number,**
    - **Credit card number,**
    - **Driver's license or state identification card number,**
    - Any type of **medical or medical insurance information,** or
    - Any **personal financial account number.**
    - Full birthdates (MM/DD/YY)
- Similarly, an individual's **home address and family information** also requires restricted access control.
- For more information on Data Privacy refer to the Job Aid on the BAI Training website  
([http://baimanuals.berkeley.edu/JobAids/bearbuy/BB25\\_DataPrivacy.pdf](http://baimanuals.berkeley.edu/JobAids/bearbuy/BB25_DataPrivacy.pdf))

# RESOURCES & SUPPORT

# Resources & Support

- The BearBuy website is the source for the most up to date news, announcements and training resources
  - [supplychain.berkeley.edu/bearbuy](http://supplychain.berkeley.edu/bearbuy).
- BearBuy YouTube Channel - Short demos videos!
  - [youtube.com/user/BearBuyProcurement](https://youtube.com/user/BearBuyProcurement).
  - Subscribe to receive notifications when new videos are posted.
- Contact the BearBuy help desk!
  - (510) 664-9000 Option 1, Option 2
  - Mon-Fri 8 AM to 5PM
  - [Email BearBuy Help](mailto:bearbuyhelp@berkeley.edu) (bearbuyhelp@berkeley.edu)