

# IFAS Shared Service Centers (SSC) Purchase Order Instruction Guide

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To standardize processes for all departments, please email all documents (scanned or electronic copies) to the appropriate Shared Service Center ([McCarty](#) or [Fifield](#)). Each email should have a subject line containing [PURCHASE ORDER](#). (Example: **Subject: Purchase Order for Smith**)

## **Step 1: Individual determines the need for a purchase that cannot be made with PCard.**

- Units must follow the guidelines as described in UF [Purchasing Directives and Procedures](#).
- A requisition should be created in *myuf* Market to make purchases of any commodities or services which cannot be made on a PCard. This can be accomplished by entering the requisition directly in *myuf* Market or by emailing the appropriate SSC ([McCarty](#) or [Fifield](#)). If you need assistance with *myuf* Market, please contact an SSC staff member or the *myuf* Market helpdesk by phone (392-1335) or email ([myufmarket@ufl.edu](mailto:myufmarket@ufl.edu)).

## **Step 2: Individual or Unit prepares purchase order request to be sent to the SSC**

### **For entering requisition directly in *myuf* Market:**

- Prepare cart in *myuf* Market (see [Shoppers Guide to myuf Market](#)).
- Remember to only include items purchased by one vendor per cart.
- Include project or fund to be used for payment in the comments section.
- Assign cart to the appropriate IFAS SSC.

### **For Email Requests:**

- Prepare an email to be sent to the appropriate IFAS SSC ([McCarty](#) or [Fifield](#)); remember to use subject line as indicated above. Please include the required information as described below or use the [Purchase Order email template](#).
- Please attach any supporting documentation such as alternate quotes as legible .pdf files.

### **Required in the Body of Email:**

- Ship to address (include Rm#/Bldg#) and phone number
- Vendor name, address, phone number & contact name
- Project or fund to be used for payment and, if applicable, faculty name.
- Description of item or service including:
  - Quantity
  - Part/Catalog #
  - Unit price and total
- If required, attach alternate price quotes (1 Required if >\$5K; 2 Required if >\$25K)
- For purchases over \$75K, please contact the appropriate SSC ([McCarty](#) or [Fifield](#)).

**Step 3: SSC received and processes Purchase Order request**

- SSC reviews and analyzes *myuf* Market cart or purchase order email request.
- SSC submits purchase order to UF Purchasing for approval.
- SSC staff will post the Purchase Order to corresponding project or fund ledger.

**Helpful Links**

- [UF Purchasing](#)
- [UF Purchasing - myUF Market](#)
- [UF Purchasing Resources](#)
- [UF Purchasing Directives and Procedures](#)
- [UF Purchasing Helpful Resources](#)

**For assistance with this process or anything else, please contact your Shared Service Center:**

**McCarty**

**Phone:** 352-294-3199

**Email:** [mccarty-ssc@ufl.edu](mailto:mccarty-ssc@ufl.edu)

**Fifield**

**Phone:** 352-273-4583

**Email:** [mailto:fifield@ufl.edu](#)