IFAS Shared Service Centers (SSC)
Purchase Order Instruction Guide

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 *my uf 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 *my uf Market* or by emailing the appropriate SSC (McCarty or Fifield). If you need assistance with *my uf Market*, please contact an SSC staff member or the *my uf Market* helpdesk by phone (392-1335) or email (myufmarket@ufl.edu).

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

**For entering requisition directly in *my uf Market***:
- Prepare cart in *my uf Market* (see Shoppers Guide to *my uf 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

Fifield

Phone: 352-273-4583
Email: fifield-ssc@ufl.edu