

# Procurement and Materials Management

## UCMarket Reference Guide

### as of June 2018

The University has established contracts with the vendors listed below for the purpose of enabling employees to spend minimal time shopping for goods while receiving the best value possible. Departments are required to utilize the UCMarket punch out suppliers and when items are not available from one of the punch out suppliers, a non-catalog requisition should be created.

<b>Punch out Suppliers</b>	
<b>Vendor</b>	<b>Description of Available Goods/Services</b>
Airgas	Welding gases & supplies
Amazon	Books, Equipment, Technology peripherals, Tools
American Hotel Register	Hospitality supplies & equipment
B&H Photo	Photography & Digital Equipment
CDWG	Computer peripherals & office equipment
Complete Book	Books, subscriptions & media
Dell	Computers, etc.
Fastenal	Fasteners & MRO supplies
Fisher Scientific	Lab Supplies & equipment
Grainger	MRO supplies & tools
Hillyard	Cleaning Supplies & equipment
Lowe's	MRO supplies & appliances
Office Depot	Office Supplies
Ribback	Plumbing and Heating Equipment
Staples	Office Supplies
VWR	Lab equipment & supplies
Wesco	MRO supplies; Electrical supplies
World Wide Technology	Computers & technology peripherals

- Requisitions are not required for memberships, subscriptions for magazines, newspapers, or periodicals, and utility payments.
- Furniture may **not** be purchased from a punch out supplier
- All office supply purchases, excluding copy paper **must** be made from either Office Depot or Staples
- For recurring expenditures including but not limited to gas cylinder rentals, water cooler rentals, printer and copier maintenance, hazardous drug disposal/removal, and uniform rental, a non-catalog requisition **must** be created
- For all technology purchases, the requestor must first contact the Office of Technology

MRO = Maintenance, Repair, and Operations