

Transaction Type	Form Name
After the Fact Purchase	After the Fact Form
Ammunition and Firearms	Non-Catalog Form
Catering, No contract required, Payment only	Payment Request Form
Catering, Order and Contract required	Service Order Request
Cell Phones, Purchase	Non-Catalog Form
Computer Software, Enterprise and Security	Non-Catalog Form
Computer Software, Hosting and Cloud Services	Non-Catalog Form
Conference and Event Rentals	Off Campus Events & Facility Rental
Conference Registration Fees* <i>*bluCard preferred</i>	Payment Request Form
Copier Leases	Amount Only Form
Donations & Contributions	Payment Request Form
Entertainment, Food	Service Order Request
Entertainment, Other Goods	Non-Catalog Form
Entertainment, Services	Service Order Request
Equipment, Laboratory (non-contracted)	Non-Catalog Form
Equipment, Maintenance	Service Order Request
Equipment, Other	Non-Catalog Form
Equipment, Sole Source Over \$100,000	Sole Source Over \$100,000 Form
Explosives	Non-Catalog Form
Express Delivery Services	Payment Request Form
Freight	Payment Request Form
Furniture, Office (non-contracted)	Non-Catalog Form
Gases, Toxic	Non-Catalog Form
Gifts, Goods	Non-Catalog Form
Government Fees	Payment Request Form
Graphic Designer	Independent Contractor and Consultant Services
Honoraria (non UCB Employee or Student)	Payment Request Form

Transaction Type	Form Name
Human Subject Fees, No Cash Funds	Payment Request Form
Journals/Subscriptions* <i>*bluCard preferred</i>	Payment Request Form
Leases, Operating	Amount Only Form
Loan Repayment Assistance	Payment Request Form
Maintenance and Repair Services (non-facilities)	Service Order Request
Memberships* <i>*bluCard preferred</i>	Payment Request Form
Miscellaneous Goods	Non-Catalog Form
Moving Services for new campus hires** <small>** Limited to strategically sourced Suppliers ONLY. See form for available Suppliers.</small>	Moving Services: Household and Personal Effects
Multi-Location Appointment (outside Payroll)	Service Order Request
New Employee Moving Expense Reimbursement	Payment Request Form
Off-Campus Facility Rental for Entertainment & Travel	Off Campus Events & Facility Rental
Participant Support Stipend	Payment Request Form
Pay for goods/services for which a purchase order has not previously been completed.	After the Fact Form
Payment Request	Payment Request Form
Personal/professional/independent contractor or consulting services	Independent Contractor and Consultant Services
Petty Cash	Payment Request Form
Printing Services, Design and Layout Services only	Independent Contractor and Consultant Services
Printing Services, Printing (taxable)	Amount Only Form
Printing Services, Printing and Mailing Services (non-taxable)	Service Order Request
Professional Services (business, engineering, medical, etc.)	Independent Contractor and Consultant Services

Purchase Type	BearBuy Form Type
<b>Refunds</b>	Payment Request Form
<b>Reimbursement of non-travel, non-entertainment expenses (employees &amp; students)</b>	Payment Request Form
<b>Royalties</b>	Payment Request Form
<b>Service Contracts (non-facilities)</b>	Service Order Request
<b>Sole Source Over \$100,000 Form</b>	Sole Source Over \$100,000 Form
<b>Sports Officials Fees</b>	Payment Request Form
<b>Subaward - UC Recipient</b>	Subaward - UC Recipient
<b>Subaward- Non UC Recipient</b>	Subaward- Non UC Recipient
<b>Telephone/Data Services</b> (Telephone/conferencing service bills from Suppliers such as AT&T, Verizon, Comcast)	Payment Request Form
<b>Temporary staffing (Admin/Clerical, Food Services, IT Services, Light Industrial, or Trade)**</b>  ** Limited to strategically sourced Suppliers ONLY. See form for available Suppliers.	Temporary Staffing Request Form
<b>Travel, Advance</b>	Payment Request Form
<b>Utilities</b>	Payment Request Form
<b>Vehicle Acquisition</b>	Non-Catalog Form
<b>Vehicle Charter for Groups**</b>  ** Limited to strategically sourced Suppliers ONLY. See form for available Suppliers.	Vehicle Charter Request
<b>Visa Application Fees</b>	Payment Request Form
<b>Writer/Translator</b>	Independent Contractor and Consultant Services