



# UC San Diego

## Policy & Procedure Manual

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### INVENTORY

Section: 522-4 EXHIBIT B

Effective: 07/10/1989

Supersedes: 04/01/1986

Review Date: TBD

Issuance Date: 07/10/1989

Issuing Office: [CAMS \(Campus Asset Management System\)](#)

### EXHIBIT B

### FABRICATION BLANKET ORDER FORMAT

IT IS UNDERSTOOD THAT THE PERSON APPROVING THIS ORDER HAS THE PROPER AUTHORITY TO DO SO AND THAT FUNDING INDICATED IS AVAILABLE.

<input checked="" type="checkbox"/> POR	<input type="checkbox"/> SUB-ORDER	<input type="checkbox"/> LVPO	SUGGESTED VENDOR		
REQUISITION DATE	REQUISITION NUMBER <b>B 17425</b>	ORDER IS NOT VALID IF TOTAL COST EXCEEDS \$100 EXCLUDING SALES TAX AND FREIGHT			
DEPARTMENT	MAIL CODE	DEPARTMENT PHONE	BUYER		
DATE NEEDED	COST NOT TO EXCEED (OPTIONAL)	SEND P.O. COPY TO	MAIL CODE		
DEPARTMENT AUTHORIZED SIGNATURE		DATE	ORDER NUMBER		
SIGNATURE		PHONE NO.	SUBJECT NO.		
UNIVERSITY OF CALIFORNIA, SAN DIEGO <b>PURCHASE REQUISITION</b>		UNIVERSITY OF CALIFORNIA, SAN DIEGO RECEIVING DEPARTMENT 3175 MIRAMAR ROAD, BLDG. 509 LA JOLLA, CALIFORNIA 92093			
VENDOR NAME AND ADDRESS:		ATTN: REQUESTOR BLDG. ROOM PHONE NO.			
Name of Dept. Chair or Director		OTHER			
Title		ATTN: REQUESTOR BLDG. ROOM PHONE NO.			
Dept.		OTHER			
La Jolla, CA 92093 (or other if appropriate)		ATTN: REQUESTOR BLDG. ROOM PHONE NO.			
VENDOR NO.	PAID BY	F.O.B.			
SHIP BY	TERMS	CONFIRMING DATE			
To be Determined		To be Determined			
INV. OBJ. CODE	ITEM NO.	QUANTITY (UNITS)	DESCRIPTION	UNIT PRICE	TOTAL PRICE
PURCHASE AUTHORIZATION TO OBTAIN MISCELLANEOUS SUPPLIES FOR INCORPORATION INTO FAB NO. THIS PURCHASE AUTHORIZATION IS ISSUED TO THE (DEPT.,) (DEPT. CHAIR OR DIRECTOR), OR HIS/HER DESIGNATED REPRESENTATIVE(S), (SPECIFY DESIGNEE BY NAME) TO OBTAIN VARIOUS SUPPLIES AND MATERIALS FOR INCORPORATION INTO FAB NO.					
FOR THE PERIOD: (E.G.: 2/1/89 - 6/30/89) (IN NO CASE SHALL THE PERIOD STATED EXCEED THE CURRENT SPECIFIED ESTIMATED COMPLETION DATE OF THIS FAB NO. SUBMITTED TO EQUIPMENT MANAGEMENT (INVENTORY CONTROL).					
TOTAL COST NOT TO EXCEED: \$					
INTERNAL INSTRUCTIONS FOR CONTROL UNDER THIS BLANKET AUTHORITY:					
1. PURCHASE SHALL NOT EXCEED \$300 PER DAY PER VENDOR.					
2. THIS PURCHASE ORDER NUMBER AS WELL AS THE ASSIGNED FAB NO. SHALL APPEAR ON ALL INVOICES FOR PURCHASES UNDER THIS BLANKET AUTHORITY. ALL					
DELIVERY DATE:					
TAX					
TOTAL					
* DIRECT ALL QUESTIONS RELATING TO THIS ORDER TO THE PURCHASING DEPARTMENT, 0-026 THE UNIVERSITY OF CALIFORNIA, SAN DIEGO LA JOLLA, CALIFORNIA 92093					
PURCHASING OFFICE INSTRUCTIONS			INQUIRIES TO		
APPROVAL	ACKNOWLEDGE	APPROVE	APPROVAL		
APPROVED APPROVER	EXPIRES CODE	APPROVED	APPROVED SIGNATURE		
BILL TO			PLEASE PRINT ALL CHARGES SHOW CALIFORNIA SALES TAX PERMIT NUMBER WHEN BILLED CALIFORNIA TAX. MAIL INVOICE IN TRIPLICATE TO THE UNIVERSITY OF CALIFORNIA, SAN DIEGO ACCOUNTING OFFICE (0-027) LA JOLLA, CALIFORNIA 92093		
RETENTION PERIOD:		FEDERAL FUNDS 10 yrs.		OTHER FUNDS 5 yrs.	
FO-2135		CENTRAL PURCHASING OFFICE (0-026)			

University of California San Diego Policy – PPM 522-4 Exhibit B  
 PPM 522-4 Exhibit B Fabrication Blanket Order Format

IT IS UNDERSTOOD THAT THE PERSON APPROVING THIS ORDER HAS THE PROPER AUTHORITY TO DO SO AND THAT FUNDING INDICATED IS AVAILABLE

POR     SUB-ORDER     LVPO

REQUISITION DATE: B 1/14/87    ORDER IS NOT VALID IF TOTAL COST EXCEEDS \$100 (EXCLUDING SALES TAX AND FREIGHT)

DEPARTMENT:    MAIL CODE:    DEPARTMENT PHONE:    BUYER:    SUGGESTED VENDOR:

DATE NEEDED:    COST NOT TO EXCEED (OPTIONAL):    SEND P.O. COPY TO:    MAIL CODE:

DEPARTMENT AUTHORIZED SIGNATURE:    DATE:    CREDIT CONTROL NUMBER:

TAX (Check One):     TAXABLE     RESALE     NON-TAXABLE    ORDER NUMBER:    BUDGET NO:

**UNIVERSITY OF CALIFORNIA, SAN DIEGO PURCHASE REQUISITION**

VENDOR: ORDER NUMBER IS TEN CHARACTERS AND MUST APPEAR ON ALL INVOICES, PACKING SLIPS, PACKAGES AND RELATED CORRESPONDENCE

UNIVERSITY OF CALIFORNIA, SAN DIEGO  
 RECEIVING DEPARTMENT  
 3175 MIRAMAR ROAD, BLDG. 509  
 LA JOLLA, CALIFORNIA 92093

VENDOR NAME AND ADDRESS:

SHIP TO

ATTN:    REQUESTOR    BLDG-ROOM    PHONE NO

OTHER

ATTN:    REQUESTOR    BLDG-ROOM    PHONE NO

REV. OBJ. CODE	ITEM NO.	QUANTITY UNITS	DESCRIPTION	UNIT PRICE	TOTAL PRICE
	2.	(Cont.)	INVOICES SHALL BE FILED WITH THIS PURCHASING AUTHORITY.		
	3.		EIMR SUBMITTED TO MATERIAL MANAGEMENT, EQUIPMENT CONTROL DIVISION, UPON COMPLETION OF FAB NO. SHALL INCLUDE INVOICE NUMBERS AND AMOUNTS FOR ALL PURCHASES UNDER THIS BLANKET AUTHORITY.		

COMMENTS: FEDERAL GOVERNMENT CONTRACT NO. \_\_\_\_\_ (IF APPLICABLE)

(NOTE: IF A FEDERAL GOVERNMENT CONTRACT NO. IS APPLICABLE, THEN OBJECT CODE SHOULD BE 9611 TO INDICATE NON-TAXABLE STATUS.)

RESALE STATEMENT - GOVERNMENT CONTRACTS: (IF APPLICABLE)

FOR RESALE PER UNIVERSITY OF CALIFORNIA, SAN DIEGO RESALE CERTIFICATE NO. SXFH25-6 0105. THE GOODS/SERVICES HEREON (IS/ARE) TO BE USED IN CONNECTION WITH THE FEDERAL GOVERNMENT CONTRACT CITED IN THIS PURCHASE ORDER.

TERMS AND CONDITIONS: (IF APPLICABLE)

DELIVERY DATE:    TAX:    TOTAL:

• DIRECT ALL QUESTIONS RELATING TO THIS ORDER TO THE PURCHASING DEPARTMENT, 0-026 THE UNIVERSITY OF CALIFORNIA, SAN DIEGO LA JOLLA, CALIFORNIA 92093

INQUIRIES TO

PURCHASING OFFICE INSTRUCTIONS    ACTION CODE

SPECIAL CLAUSES    ACKNOWLEDGMENT

ATTACHED APPENDICES    EXPEDITED CODE

BILL TO

PLEASE ITEMIZE ALL CHARGES SHOW CALCULATIONS SALES TAX PERMIT NUMBER WHEN BILLING CALIFORNIA TAX. MAIL INVOICE IN TRIPLICATE TO THE

UNIVERSITY OF CALIFORNIA, SAN DIEGO  
 ACCOUNTING OFFICE (0-027)  
 LA JOLLA, CALIFORNIA 92093

RETENTION PERIOD: FEDERAL FUNDS 10 yrs. OTHER FUNDS 5 yrs.

FO-2135    CENTRAL PURCHASING OFFICE (0-026)