



# UC San Diego

## Policy & Procedure Manual

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### PURCHASING

#### Section: 523-2 Exhibit A

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### EXHIBIT A

#### GLOSSARY OF PURCHASING TERMS

<b>Materiel Manager</b>	Campus official responsible for Materiel Management functions which generally include purchasing, receiving, storehouse operations, and equipment management.
<b>University Materiel Coordinator</b>	Head of Systemwide Administration unit with facilitative, consultative, and coordinative responsibility for the material management function of the University.
<b>Purchase Contract</b>	A written agreement between the University and a supplier containing the essential terms and conditions under which items of personal property or services are to be furnished to the University.
<b>Purchase Order</b>	A purchase contract written on a University purchase order form which becomes a contract either through execution by both parties or, when so provided, upon execution by both the University and performance by the supplier.
<b>Subcontract</b>	A purchase contract, under a prime contract, which contains special flow-down provisions and is generally utilized to procure research and development work or unusually complex or high-value items or services.
<b>\$50,000 Annually</b>	Any single purchase contract or purchase order involving an estimated campus or laboratory expenditure of \$50,000 or more annually for materials, goods, or services including supply agreements, pool purchases, and single purchase requisitions.
<b>Common Goods and Services</b>	Standard commercial equipment, materials, supplies, and services readily obtainable through conventional commercial marketing channels.
<b>Unique Products and Proprietary Services</b>	A product or service the characteristics and functions or features of which are such that only that single product, particular feature, or service will properly satisfy the University's needs and all other products or services would be unacceptable for such needs. (A unique product or proprietary service may or may not be available from a single source. To the extent that a price advantage could be obtained by seeking quotations from multiple suppliers, in accordance with Section IV.C. of these policies, such quotations shall be solicited.)
<b>Sole Source</b>	The only supplier capable of meeting University requirements within the time available, including emergency and other situations which preclude conventional planning and processing.
<b>Responsive Quotation</b>	A quotation determined by the materiel manager or designee to be in substantial conformance with the specifications, delivery requirements, and conditions prescribed in request for quotation, free of material mistakes or errors.

**University of California San Diego Policy – PPM 523 – 2 Exhibit A**  
**PPM 523 – 2 Exhibit A Glossary of Purchasing Terms**

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<b>Responsible Quoter</b>	A quoter who has the capability in all respects to perform fully the contract requirements and whose integrity and reliability will assure good faith performance. (Factors considered in evaluating responsibility may include: financial resources, past performance, delivery capability, experience, organization, personnel, technical skills, operations controls, equipment, and facilities.)
<b>Reasonable Price</b>	A price judged reasonable by the materiel manager or designee, having been established through competition sufficient to ensure an adequate market test, or set by applicable law or regulation, or supported by an appropriate price or cost analysis, such as prescribed in the National Association of Purchasing Management "Guide to Purchasing" and in Federal regulations.
<b>Federal Contracts and Grants</b>	Extramural agreements which fund selected campus activities.