



Forms Glossary

Purchasing Forms

Change Request: Used to modify an existing Purchase Order (i.e. increase funds, change PTA, cancel PO, and extend/renew existing agreement).

Declining Balance: Used to create a Blanket PO, Consulting Services Agreement and a Service Agreement with an upfront amount that will decline as invoices post against the PO.

JPL Work Order Form Request: JPL Work Orders transactions.

Research Subcontracts Declining Balance: Used for requesting new Research Subcontracts.

Specialty Gas – Airgas*: Used for new Airgas specialty gas orders that cannot be ordered through the Airgas Punchout Catalog.

Spot Buy: Used to purchase goods and materials when a Quote is provided.

Supplier After-the-Fact: Unauthorized transactions made on behalf of Caltech that are against Caltech purchasing policies and procedures. All After-the-Fact purchases, regardless of dollar value, require justification & financial approval.

***Instructions on how to order using the Airgas Form:**

<http://procurement.sites.caltech.edu/contracted-suppliers/airgas>

Payment Services Forms

Employee Reimbursement Request: Out of pocket reimbursement for staff, faculty, and students for items that are not listed on the [Payment Request Usages list](#). Considered unauthorized orders and require justification.

PTA Payment Request: Payments to Individuals or Suppliers for items specifically designated on the [Payment Request Usages list](#). Approved list of expenses that do not require a Purchase Order.

PTA Wire Transfer Request: Payments to Individuals or Suppliers for items specifically designated on the [Payment Request Usages list](#) and requiring payment via Wire Transfer (international). Approved list of expenses that do not require a Purchase Order.

JPL Wire Request: Custodian form used by Post Award Admin for wire payments to JPL.

PTA Petty Cash Replenishment Request: Custodian form used by Petty Cash Custodians to request replenishment of their Petty Cash Fund.

GL & Mixed GL/PTA Payment Request: Custodian form used to process Payment Requests that are expensed to a GL Code.

Design & Construction Retention Request: Custodian form used to process Design and Construction Oracle PO invoices that require posting to a retention GL account.

Request to Add or Update Supplier: Custodian form used by Procurement Staff and SOS Buyers to request a new supplier or update to existing supplier.