



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 PO - Blanket: A Declining Balance PO that authorizes multiple low-dollar purchases with a Supplier over the course of one year, whereby accurate projections of specific items/quantities needed cannot be made and the issuance of multiple Spot Buy PO's would incur unnecessary administrative costs. The purpose of a BPO is to eliminate repetitive administrative efforts by the campus requisitioner and Procurement Services by streamlining the ordering process.

Declining PO – Independent Contractor Services Agreement: Used to set up a new Independent Contractor Services Agreement with an individual or sole proprietor. An Independent Contractor Services Agreement should be initiated prior to the commencement of services. If you have already been invoiced for services rendered and there will be no continuing services, the Supplier After-the-Fact form should be used in lieu of the Declining Balance PO form.

Declining PO – JPL Work Order: JPL Work Orders transactions.

Declining PO – Services Agreement: Used to set up a new Services (and Materials) Agreement with a Supplier that has a defined fee schedule, period of performance or purchase quantities. i.e. 5 year agreement, monthly billings, equipment maintenance agreement.

Partial Sales & Use Tax Exemption Meets Caltech's definition of equipment, including standalone and fabricated items, or consists of equipment (meeting Caltech's definition) or devices used to operate or maintain equipment purchased under this exemption, and will be used more than 50% of its service time for research and development

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.