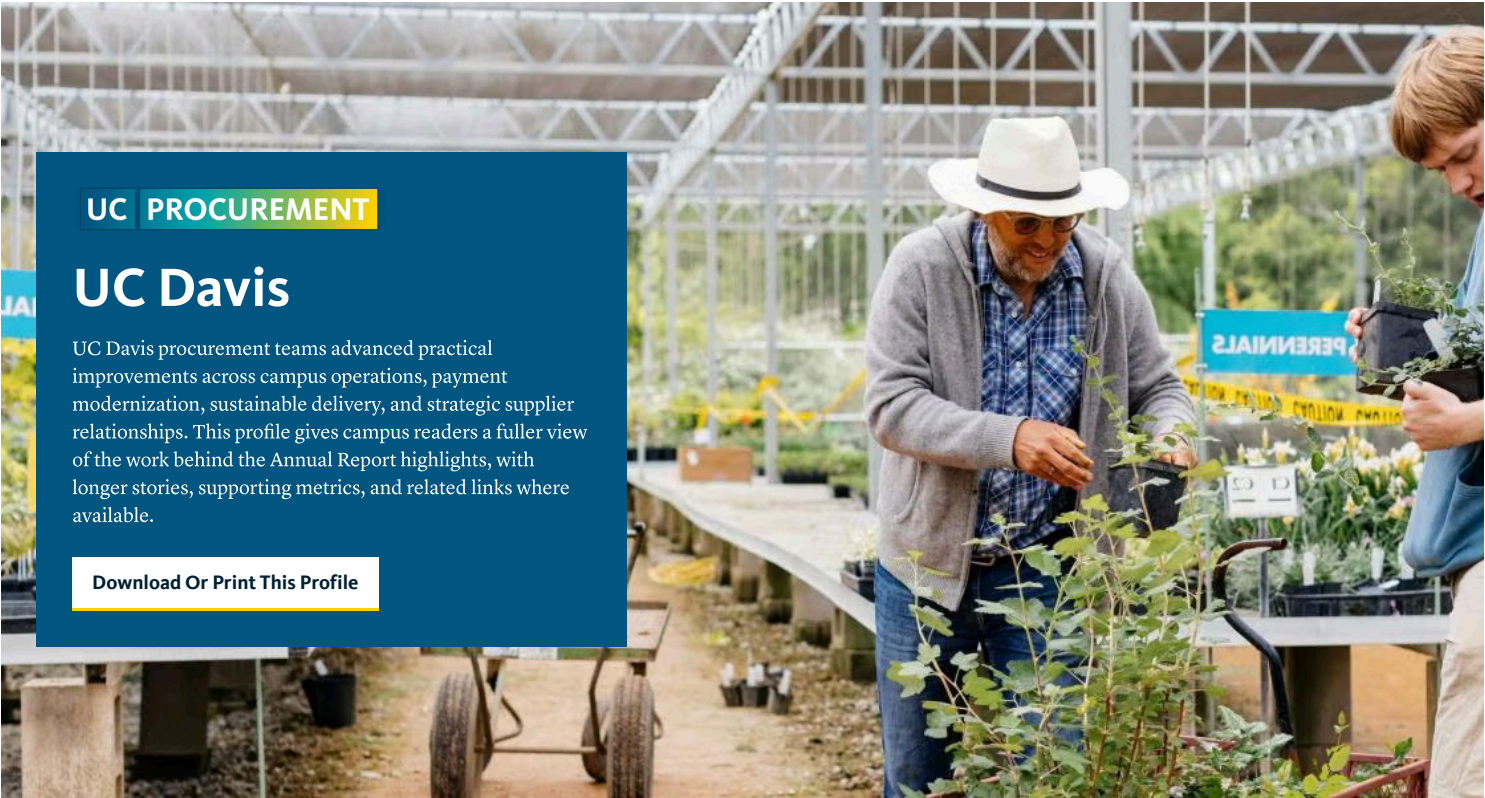




UC PROCUREMENT

UC Davis

UC Davis procurement teams advanced practical improvements across campus operations, payment modernization, sustainable delivery, and strategic supplier relationships. This profile gives campus readers a fuller view of the work behind the Annual Report highlights, with longer stories, supporting metrics, and related links where available.

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\$10.9M

Benefit Delivered

3.7% over target

15.1%

Economic Impact Spend

Toward UC 25% goal

600-700

Student Athletes

Benefit from the Instant Card program

UC Davis Achievements by Strategic Pillar

- Economic and Community Impact
- Continuous Improvement
- Risk Management

Economic and Community Impact

Supplier Integration Channels Spend to Certified Small Business

UC Davis embedded supplier diversity in everyday lab purchasing by routing Fisher Scientific orders through certified small business Possible Missions.



Why it matters

This integration makes small-business participation part of the normal eProcurement workflow, helping UC direct routine scientific purchasing toward economic and community impact while preserving familiar products, pricing, and fulfillment.

At a Glance

~700 POs
Opened in first 3 months

\$418,600+
Spend in first 3 months

Challenge

Life-sciences shoppers needed a way to route selected Fisher Scientific purchases through a certified small and woman-owned business without leaving the familiar catalog experience.

Approach

UC Davis launched the Fisher Scientific-Possible Missions integration in January 2026, extending a UC procurement model that routes selected life-sciences purchases through a certified small and woman-owned business without changing the shopper's Fisher catalog experience.

Result

In the first three months, UC Davis processed nearly 700 purchase orders representing more than \$418,600 in spend through Possible Missions.

Related Links:

[Possible Missions Partnership with Fisher Scientific](#)

[Related Annual Report pillar page](#)

Mail Services Saves Gas & Time without Sacrificing Service

On-demand mail pickups cut route miles by 35% and service time by 25%, reducing fuel use and emissions while preserving same-day pickup.



Challenge

Daily mail stops at low-activity locations wasted fuel and time. UC Davis Mail Services found that 50 to 65 percent of stops did not need daily service.

Approach

UC Davis Mail Services moved low-activity locations to on-demand pickup after finding that 50-65% of stops did not need daily service.

Result

In a 40-stop pilot, daily stops fell to 26, mileage dropped 35% from 21 to 13.65 miles, and route time decreased 25%.

Related Links:

[Logistics Launches Adhoc Mail Services](#)

[Related Annual Report pillar page](#)

Why it matters

The model also saved one gallon of gas and an estimated 20 pounds of carbon dioxide per day, while requests submitted before 2 p.m. still received same-day pickup.

At a Glance

35% mileage reduction
21 down to 13.65 miles

25% reduction in route time

1 gallon
Of gas saved daily

~20 lbs CO2
Avoided daily

A Smarter Last Mile at UC Davis

Amazon Dedicated Delivery brings eligible orders to campus in consolidated shipments for same-day delivery, preserving service while reducing vehicle traffic.



Challenge

Amazon orders still arrived through outside delivery traffic even as UC Davis expanded its Last Mile Initiative. The campus needed consolidated delivery that used existing Mail Services routes.

Approach

UC Davis extended its Last Mile Initiative by adding Amazon Dedicated Delivery in February 2026. Eligible Amazon orders placed through Aggie Enterprise now default to consolidated delivery: pallets arrive at Central Receiving, packages are assigned in AggieLogistics, and campus Mail Services employees complete same-day delivery using existing routes. Recipients receive confirmation once items arrive.

Result

This new process preserves the speed of Amazon delivery while reducing outside vehicle traffic and CO2 emissions. It also saves fuel and time by using existing delivery routes and staff.

Related Links:

[Amazon Dedicated Delivery Preserves Prime and Last Mile Benefits](#)

Why it matters

This model supports the university's sustainable logistics strategy and preserves fast, free delivery while reducing outside vehicle traffic and relying on staff familiar with campus buildings and access requirements.

Continuous Improvement

UC Davis Athletics Banking on Instant Card Program

UC Davis Athletics replaced travel meal cash advances with secure virtual Instant Cards for about 650–700 student-athletes, with intentions to expand it to other functions.



Challenge

Cash advances for student-athlete travel meals created extra work for coaches and complicated expense reconciliation.

Approach

UC Davis Athletics introduced secure virtual Instant Cards, giving staff a direct way to issue meal funds to approximately 650–700 student-athletes.

Result

Athletes receive funds more efficiently, coaches skip trips to the bank, and centralized tracking strengthens financial oversight. Plus, increased bank card use returns revenue to UC. UC Davis is now expanding the program to guests and infrequent travelers to reduce out-of-pocket costs and reimbursements across campus.

Related Links:

[UC Davis Athletics Banking on Instant Card Program](#)
[Related Annual Report pillar page](#)

Why it matters

This program has reduced risks of cash handling, increased efficiency and security, returned revenue to UC, and reduced reconciliation times.

At a Glance

650-700

Student athletes benefitting from program

One account

Used for reconciliation instead of separate expense reports

Better oversight

Centralized tracking and no cash handling

Revenue

Bank card use brings revenue back to UC

Student Talent Powers Travel Payment Modernization

A U.S. Bank-funded internship helped UC Davis launch Instant Card and give a student hands-on implementation experience while retiring the legacy system.

Challenge

UC Davis needed to implement Instant Card while giving a student intern real work in change management, analysis, and campus service. The campus also needed to retire the legacy Central Travel System.

Approach

UC Davis used a U.S. Bank-funded student internship to support Instant Card implementation through Prosci change-management methods and Lean Six Sigma principles. The intern developed resources, supported communications and supplier outreach, analyzed transactions in Tableau, and managed inquiries.

Result

Annual spend is projected at approximately \$200,000 in the first full year, and the legacy Central Travel System was retired.

Related Links:

[Related Annual Report pillar page](#)

Why it matters

The initiative paired payment modernization with practical student experience in implementation, analysis, and campus service.

At a Glance

\$200,000K

Projected first-year spend

\$200,000K

Projected reduced out-of-pocket spend

Faster Purchasing for Routine Needs

UC Davis raised its automatic purchase order limit to \$49,999.99 to speed up routine transactions and free staff to focus on complex purchases.

Challenge

Routine requisitions above the \$9,999.99 automatic purchase-order limit still required Procurement & Contracting Services review. That pulled buyers into common, lower-value requests and slowed everyday purchasing.

Approach

In May 2026, UC Davis increased the Automatic Purchase Order limit from \$9,999.99 to \$49,999.99, allowing routine requisitions below the new threshold to proceed without Procurement & Contracting Services review.

Result

The change is expected to reduce purchase orders routed to buyers by 7%, speeding routine purchases while freeing procurement staff to focus on higher-value and more complex transactions.

Related Links:
[Related Annual Report pillar page](#)

Why it matters

This helps reduce purchase orders routed to buyers, speeding routine purchases while freeing procurement staff to focus on higher-value and more complex transactions.

At a Glance

\$9,999.99K

Previous automatic PO limit

\$49,999.99K

New automatic PO limit

7%

Fewer POs expected to route to buyers

Travel Justifications Now Built Into AggieExpense

UC Davis moved airfare-upgrade and above-limit lodging justifications into AggieExpense, keeping documentation with the expense and reducing attachment handling.

Challenge

Though documentation requirements under UC Policy G-28 remain unchanged, travelers must continue to justify business- or first-class upgrades for outbound and return flights when the reason is not a disability or medical need. These justifications required separate PDF forms, adding separate attachment handling and tracking.

Approach

UC Davis has streamlined travel expense reporting by eliminating separate PDF forms for airfare upgrades and above-limit lodging justifications.

Result

The required fields now appear directly in AggieExpense, keeping supporting documentation with the expense transaction and reducing attachment handling.

Related Links:
[Related Annual Report pillar page](#)

Why it matters

Eliminating separate PDF handling and tracking is a welcome process upgrade.

Closing the Loop on No-Cost Agreements

UC Davis now closes related purchase orders when reviews are complete, reducing unnecessary encumbrances while keeping agreements valid and POs re-openable for amendments.

Challenge

Completed no-cost and revenue agreement purchase orders remained open in ways that created unnecessary \$0.01 encumbrances and did not match the business purpose of the agreement.

Approach

Starting in May 2026, UC Davis Procurement & Contracting Services began marking Purchase Orders for No-Cost and Revenue Agreements as “Finally Closed” upon completion of the agreement review.

Result

Under this new practice, the agreement remains valid, and departments can request a PO be reopened if an amendment is needed, but it streamlines department processes, prevents unnecessary \$0.01 encumbrances, and aligns system status with business purpose.

Related Links:
[No-Cost & Revenue Agreements to be 'Finally Closed'](#)
[Related Annual Report pillar page](#)

Why it matters

It streamlines department processes, prevents unnecessary \$0.01 encumbrances, and aligns system status with business purpose.

At a Glance

\$0.01

Encumbrances eliminated

SB First: Simpler Exceptions with Better Supplier Discovery

UC Davis removed a waiver step when no suitable certified small or disabled veteran-owned business is available while maintaining commitment to the program and improving how departments find them.

Challenge

Why it matters

When departments could not identify an appropriate certified small business (SBE) or disabled veteran business enterprise (DVBE), the Small Business First exceptions process still required a waiver. UC Davis needed a simpler path that preserved certified-supplier opportunity.

Administrative and processing improvements result in reduced staff and processing time.

Approach

UC Davis simplified the Small Business First exceptions process in October 2025 by eliminating the waiver requirement when departments cannot identify an appropriate certified SBE or DVBE. The campus continues to encourage certified-supplier partnerships and is investing in better SBE and DVBE discovery tools.

Result

Existing guidelines remain unchanged: purchases from \$100,000 to \$250,000 may bypass normal bidding when awarded to a certified SBE or DVBE with at least two like-business quotes, while orders under \$100,000 generally do not require public bidding.

Related Links:
[Small Business First Waiver Requirement Ends](#)
[Related Annual Report pillar page](#)

One Form, Smarter Routing

UC Davis replaced fragmented service and technology assessment PDF paperwork with guided DocuSign forms that simplify submissions and route requests based on relevant details.

Challenge

Covered Services carve-out requests and technology assessments used separate forms and a signed PDF, splitting a related compliance process across thresholds and formats.

Approach

UC Davis modernized its Covered Services Carve Out and Data and Technology Assessment forms by migrating them into DocuSign Web Forms. Previously, carve-out requests used separate forms for services below and above \$10,000, while technology assessments relied on a signed PDF.

Result

The new approach uses a single form with conditional routing, drop-downs, and embedded guidance. A planned Smartsheet integration will further improve backend data management.

Related Links:
[Related Annual Report pillar page](#)

Why it matters

The single form with multiple options and functions saves valuable staff time and increases compliance and trackability.

Risk Management

Clearer Controls = Smoother and Safer Campus Events

UC Davis clarified campus event booking and digitized alcohol permits, making requirements easier to track while strengthening oversight.



Challenge

Non-university groups using campus facilities needed clearer Conference and Event Services routing, and alcohol permits still relied on paper signatures.

Approach

UC Davis strengthened event governance through clearer Conference and Event Services routing and a new digital alcohol-permit process. Non-university groups using campus facilities or Housing must work through CES so eligibility, venue, rates, facility agreements, insurance, and liability responsibilities are addressed and tracked.

Result

Why it matters

The smoother and clearer process makes it simpler for everyone, but increased oversight and tracking improves compliance.

In May 2026, the Permit to Serve Alcoholic Beverages moved from paper signatures to DocuSign, allowing requesters to track status, reopen completed permits, and clone similar submissions.The existing 10-day submission deadline and post-approval change controls remain.

Related Links:

[New Process Streamlines Alcohol Permit Process](#)

[Related Annual Report pillar page](#)

Explore the FY26 Annual Report

Economic and Community Impact

Enhance opportunities, sustainability, and community value.

Strategic Partnerships

Partnerships that extend campus and systemwide impact.

Drive Value and Savings

Financial stewardship, savings, and total value.

Continuous Improvement

Better processes, tools, services, and training.

Risk Management

Compliance, resilience, and risk reduction.