

The background of the slide is a blurred, high-angle photograph of office equipment, including what appears to be a printer or copier with various trays and rollers. The colors are muted, with shades of beige, light brown, and grey.

# New Employee Orientation Procurement and Travel Services

# Procurement and Travel Services

## Staff Members

Jessica Holloway-Director  
Jennifer Warren-Assistant Director

Procurement	Travel
DeAnna Kile-Procurement Manager	Cindy Pratt-Travel Administrator
Cindy Hubbard-Buyer	Brooklyn Meeks-Assistant
Tammy Rye-Buyer	
Kristi Higgs-Purchasing Specialist	
Contact Information 479.968.0269 purchasing@atu.edu	Contact Information 479.356.2034 or ext. 3503 travel@atu.edu

# Procurement and Travel Services

## Areas of Responsibility

### Procurement

- Purchases made using operating funds and grants
  - Office of Advancement handles purchases using Foundation funds
  - Agency purchases are requested through the Accounting Office
- Train faculty and staff on procurement policies and procedures
- Process purchasing requisitions into purchase orders.
- P-Card program-training and auditing for compliance
- Contract management
- Construction procurement/projects-agreements and issuing purchase orders
- Post Office
- Property and other insurance coverages and facilitate claims requests
- Manage revenue generating contracts

### Travel

- Process travel requisitions and reimbursement requests for operating and grant funds
  - Employees, Student, International, and Applicant
- Manage T-Card Program
- Audit TR-1's (form used to request travel reimbursements) for compliance
- Process and audit Official Function reimbursement requests for compliance



# Ethics

ATU is an institution of the State of Arkansas.

As public employees our employment is a public trust and must be executed in such a manner to foster public confidence.

- Any attempt to realize personal gain through public employment by conduct inconsistent with the proper discharge of the employee's duties is a breach of public trust. –Ark. Code Ann. § 19-11-704(a)
- Personal gain include financial gains by any member of an employee's family.
- All funds received under the University umbrella should be reported directly to the Controller's Office immediately.
  - New grant funds, student organization dues, rebates, or refunds. All checks must be made out to Arkansas Tech and not to an individual.

# Ethics Breach

- A vendor providing an ATU employee anything of value at no cost or substantially below market value even if that vendor is not currently participating in a solicitation.

Examples include

- Meals, equipment, clothing, vehicles, and event tickets.
- Any attempt to circumvent the bidding process.

*Please note: Product samples or sponsored meetings (i.e. conferences or trade shows) are permissible but must not allow for individual gain.*

**If you aren't comfortable with it being in the headlines, don't do it!**



# Procurement Process

1. Department realizes a need.
2. Research is done to determine how to meet the need. **Procurement is a great source of information. Please reach out to us!**
3. Department enters requisition to reserve funds for purchase.
4. Procurement submits requisition for approval if necessary.
5. Procurement assists in making sure that the good or service is procured within State of Arkansas and ATU guidelines. This may include issuing an Invitation for Bid or Request for Proposal.
  - If any software is purchased, fill out the OIS Software Application for review first.
  - If any contract or agreement is required for purchase, fill out the cover sheet and submit Procurement.
6. Procurement converts requisition to a purchase order and submits to vendor. Requestor receives departmental copy of PO in email inbox.
7. Good is received or service is performed.
8. Department signs departmental purchase order and forwards to Accounts Payable.
9. Payment is issued to vendor.

# P-card & Requisition Approval

Approved by the Executive Council and serve as basis for approval routing

Division	Initial Approval All Requisitions	<\$499.99	\$500-\$49,999.99	>\$50,000
<b>Academic Affairs</b>	Department Head	Dean	Vice President	President
<b>Administration and Finance</b>	Specific Area Director		Vice President	President
<b>Advancement</b>	Vice President			President
<b>Athletics</b>	Head Coach, Head Trainer, Sports Information Director	Athletic Director		President
<b>Enrollment Management</b>	Specific Area Director		Vice President	President
<b>Ozark</b>	Department Head	Chief Officer	Chancellor	President
<b>President</b>	Specific Area Director		Chief of Staff	President
<b>Student Affairs</b>	Associate Dean	Dean of Students	Vice President	President
<b>Grant Funds-All grant funds will forward to Principal Investigator and Budget Office queues for approval prior to moving to the Department Head queue and so on.</b>	Department Head	Dean	Vice President	President

# Bid Limits

**Effective July 31, 2017**

**Act 1004**

- <\$20,000 may be purchased without an Invitation for Bid.
- \$20,000.01-\$75,000 must have an informal Invitation for Bid issued.
  - 1-2 week lead time.
- \$75,000.01 and up must have formal sealed Invitation for Bid or RFP issued.
  - 3-4 week lead time or more depending on contract negotiations.
- All printing must be bid through our office regardless of \$ amount.
  - This does not include digital copies.



# State Contracts

## Mandatory Contracts

- Staples Advantage-Office Supplies (min \$50 for online ordering)
- ASU Printing-Letterhead & Two Color Envelopes
- Printing Papers-Paper (min \$500) & Black/White Envelopes
- Target Printing-Business Cards

## Optional Contracts for Non-Mandatory Items

- Amazon Business-E & I
- B&H Photo
- CDW-G
- Claridge
- Connection

# Procurement Card (P-Card)

- P-Card is a state-sponsored Visa credit card utilized for small dollar amount purchases.
- Requires agreement be signed by employee, Dean, and V.P. and employee is solely responsible for compliance when using the card.
- Card is reconciled by the cardholder once monthly by submitting a P-Card log and original receipts.
- Training is offered after agreement has been submitted to Procurement Services.

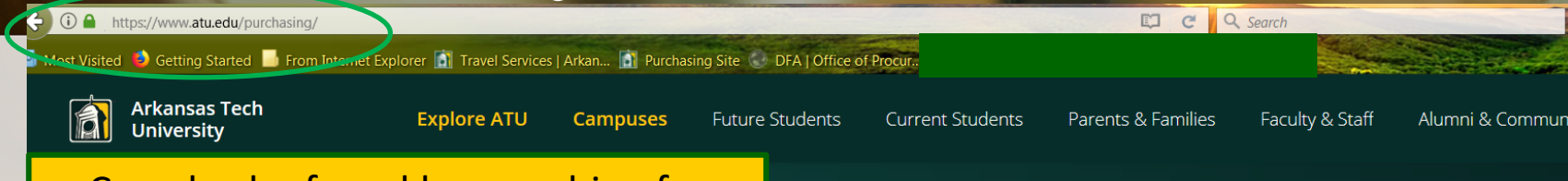
# Promotional Items & Giveaways

**Approval is a must from the Controller if given to Faculty, Staff and Students.**

- Anything w/Tech logo (must be approved through MARCOMM)
- Awards
- Plaques
- Promotional Items
- T-shirts (must be approved through MARCOMM & bid)
- Requisition must be entered unless purchase made with PCard.
- Approval form must be turned in with P-Card log or requisition.



# Faculty & Staff Resources



Can also be found by searching for *Purchasing* on the ATU homepage.

## PROCUREMENT & RISK MANAGEMENT SERVICES

### FACULTY & STAFF RESOURCES

#### GENERAL FORMS

- How do I order office supplies from Goddess?
- Goddess Products User Request Form
- Goddess portal/login password info
- Business Advantage Registration
- Staples Advantage Returns/Missing Items
- Need to enter a requisition, but the vendor doesn't have a T-number: What do I do?
- Request for New Vendor
- Request for New Company Address
- Arkansas Claims Commission
- Camp Insurance Claim Form
- Inventory Notification Form for P-Card Log

#### BUSINESS CARDS & STATIONERY

- How do I order business cards?
- How do I order stationery?
- Target Office Business Card Prices
- Letterhead and Business Printing
- Business Card Request Form
- Stationery Request Form
- Robohead Training Presentation

#### FURNITURE

- Furniture Standards
- How do I order furniture for my department?

#### TRAINING

- Procurement Training Videos
  - o One Team Login Required
- Procurement Policies and Procedures
- Fall 2017 Training Presentation

#### P-CARD INFORMATION

- How do I apply for a P-Card?
- US Bank Access Online
- Expense Form
- Expense Agreement Manual
- Training Site Presentation
- Missing Receipt
- Order Request Form
- Online Registration
- Pocket Guide
- Transaction Log Instructions
- Transaction Log

#### MANUALS & GUIDELINES

- Account Code Listing
- Access Product Ordering Instructions
- Apple Device Purchasing Procedures
- Approval Limits for Procurement Requisitions and P-Card Transactions
- Banner Requisition Manual
- Procurement Guidelines
- University Learning
- Sheet Control Schedule 17-18 PV
- Sheet Control Contract Information
- eProcurement Evaluation
- App Purchase Procedures
- Print to Cloud
- Hardware Software Best Practices

#### VOICEMAIL

- Manage Voicemail Online
- Voice Mail User Guides
- Voice Mail Instructions

#### CONTRACTS AND AGREEMENTS

- Contract and Agreement Evaluation Process
- University Council Contract Cover Sheet
- Hardware Software Best Practices

Procurement Services is a unit established to support the educational and research missions of Arkansas Tech University. It is staffed by procurement professionals who have the requisite knowledge, skills and training to assist University faculty and staff in the procurement of goods and services. This expertise insures that procurement decisions will be made in the best interest of the University and in accordance with the State of Arkansas procurement law and University policies.



Menu

## FACULTY & STAFF

- [General Forms](#)
- [Manuals & Guidelines](#)
- [P-Card Information](#)
- [Business Cards & Stationery](#)
- [Furniture](#)
- [Training](#)
- [Contracts & Agreements](#)

LEARN MORE

# Contracts & Agreements

Requestor completes requisition, contract cover sheet, and submits hardware/software application (if applicable).



Requestor forwards contract along with completed and signed coversheet to [purchasing@atu.edu](mailto:purchasing@atu.edu).



Procurement Services reviews requisition and contract to determine if bid is required. If so, then requestor is contacted for additional information.



When all procurement requirements have been met and OIS evaluation (if applicable) has been received Procurement Services will forward contract to the University Counsel for review.



After reviewed contract is signed by both the vendor and the University, a purchase order is issued and sent to the vendor.

- Enter “Contract to follow” on requisition
- Cover sheet must be signed by the requestor and VP and is available at Procurement website.
- Send all contracts to Tammy Rye at [purchasing@atu.edu](mailto:purchasing@atu.edu)

# Contract Cover Sheet

- Please complete entire document
- Requestor and VP signatures are required
- Missing information will impede the process

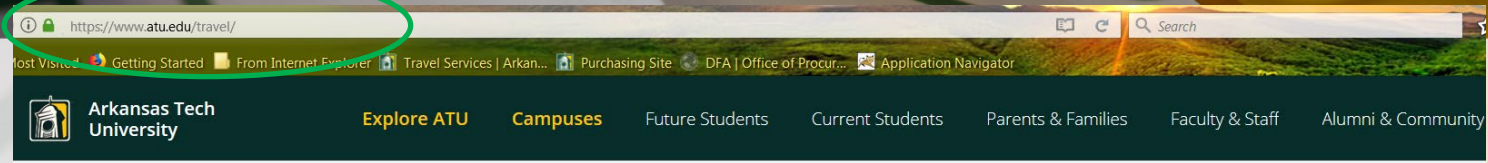
Contract Approval Cover Sheet Office of University Counsel, Administration Building Room 212	
<i>Complete and attach this cover sheet to all contracts, agreements, and memorandums of understanding (MOU) prior to submission. Contracts should be submitted no less than 14 days prior to the date needed. If purchasing goods or services this contract MUST be reviewed by Procurement. If purchasing goods or services: Email this cover sheet along with your contract to purchasing@ata.edu. If NOT purchasing goods or services: Email this cover sheet along with your contract to wcoadky@ata.edu.</i>	
Submitted By: _____	Date Submitted: _____
Department: _____	Date you received contract: _____
Phone #: _____	
1. For purchase of goods or services, please provide the requisition # or notate the source of the funds: Requisition # _____ or Other (Agency or Foundation) _____	
2. Type of Agreement: <input type="checkbox"/> New Agreement <input type="checkbox"/> Modification of Existing Agreement <input type="checkbox"/> Renewal of existing agreement	
3. Vendor Name: _____	
4. Contract Terms: \$ _____ Start Date: _____ End Date: _____	
5. Briefly explain the purpose of the contract/agreement.	
6. Will this contract require the Vendor to possess data about students or employees? If yes, please explain.	
7. If submitted less than 14 days prior to date needed, explain nature of emergency.	
<b>General Information</b>	
<ul style="list-style-type: none"><li>• Any purchase over \$20,000 <b>must</b> be bid.</li><li>• Arkansas Tech University <b>will not agree</b>:<ol style="list-style-type: none"><li>1. That the contract is to be governed by the laws of any state other than the State of Arkansas</li><li>2. To indemnify the other party to the contract.</li><li>3. To jurisdiction in a state other than the State of Arkansas.</li></ol></li><li>• This contract will be reviewed with the assumption that all bidding, publication and notice procedures required under Arkansas law have been followed. If these procedures have not been followed, you should not pursue this contract until full compliance with all Arkansas procurement laws have been achieved. In addition, no opinion is rendered regarding the economic feasibility of the terms of the contract or the advisability of the venture as a whole.</li><li>• It is the responsibility of the department to contact the vendor regarding any necessary revisions.</li><li>• Any revised language or additional changes the vendor makes to the contract/agreement must be resubmitted to the Office of University Counsel for review.</li><li>• <b>ALL</b> contract must be signed by the President or Vice President for Administration and Finance or the President or Vice President for Administration and Finance's designee.</li></ul>	
I confirm that the contract/agreement is complete and <b>includes all exhibits, attachments, and pages.</b>	
Signature: _____	Date: _____
Contract Approved by Vice President: _____	Date: _____



# Travel Process

- Various types of travel
  - Employee without student
  - Employee with students-athletics and conferences
  - Agency travel-Registered Student Organizations
  - International travel-employee and student
  - Non employee and applicant
- Rules and regulations differ for these situations
  - Example: Special permission can be given by DFA for student meals to be placed on the TCard, but meals are strictly a reimbursable for employee travel.
- Requisitions are required for all travel expenses and must be entered prior to travel dates.

# Travel Online Resources



## TRAVEL SERVICES

Welcome to Travel Services for Arkansas Tech University. We offer information on travel policies and procedures and customer service to assist the university community in navigating the travel planning and reimbursement process. This includes business, educational, athletic, and international travel. Our goal is to assist faculty, staff, and students as we support the Tech mission of providing opportunities for progressive intellectual development and civic engagement. We offer training opportunities both online and in-person and audit travel documents.



### EMPLOYEE TRAVEL

[LEARN MORE](#)



### INTERNATIONAL TRAVEL

[LEARN MORE](#)



### STUDENT TRAVEL

[LEARN MORE](#)

## ABOUT US

- Employee Travel
- Student Travel
- International Travel
- Official Function
- Non-State Employee & Applicant Travel
- T Cards
- Employee Moving
- Training
- FAQ
- Contact Us
- Employee Moving Reimbursement

# Training and Resources

Procurement training is available online via videos and in person upon request.

Travel training is available in person, please contact Travel Services to schedule.

<https://www.atu.edu/purchasing/>

- Announcements
- Forms and guidelines <https://www.atu.edu/travel/>
- Training manuals
- Step-by-step requisition entry videos
- And much more!



# In a Nutshell

Don't commit to buying anything unless you have a PO or PCard in hand.

Don't sign any agreements or contracts.

These rules are for your own protection!

Contact Procurement or Travel Services with any questions.

Thank you for coming!

