

RECEIVING FREIGHT

If you receive a damaged box, note on the shipping document the number of damaged boxes and the nature of the damage, such as crushed, wet, etc. Notify the Purchasing Department.

or

If you accept the shipment and later find damaged merchandise (*hidden damages*), please notify Purchasing. We will contact the vendor for instructions.

KEEP THE ORIGINAL PACKING MATERIALS UNTIL THE PROBLEM IS RESOLVED.

If, in your opinion, the contents of the box are damaged beyond use, *refuse the shipment* and notify Purchasing.

RETURNS

If you receive *incorrect merchandise*, please call Purchasing. If you have a Packing List, please fax it to us at 968-0633. We will contact the vendor for a Return Authorization Number. Again, keep the original packing material for the return shipment, if possible.

If you receive the merchandise you ordered but decide not to keep it, call Purchasing. We will contact the vendor for a Return Authorization Number. If possible, keep the original packing material for the return shipment. Be aware that you may have to pay a substantial re-stocking charge.

ELECTRONIC REQUISITION TRAINING

The Banner Electronic Requisition Manual is available on the Purchasing web site.

Call 968-0269 to schedule training. Training sessions will require 1 to 2 hours.

ALSO AVAILABLE ON OUR WEB SITE

www.atu.edu/purchasing

Tech Street Addresses
NAEP Code of Ethics
Freight Terms
P-Card Guidelines
Pest Control Schedule
State of Arkansas Contracts
Terms and Conditions for Orders
Vendor Request Forms
Voice Mail Instructions
Telephone Request Forms
Cell Phone Request Forms

STAFF

Beth Foster, C.P.M., A.P.P.
Purchasing Project/Program Manager

Jessica Holloway
Purchasing Project/Program Specialist

DeAnna Kile
Buyer

Christi Aday
Fiscal Support Specialist

Jennifer Warren
Accounting Technician I

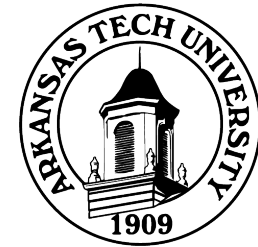
PURCHASING GUIDELINES

for

TECH FACULTY & STAFF

as of

September 9, 2011



ARKANSAS TECH UNIVERSITY
Purchasing Department
Young Building East End
203 West O Street
Russellville, AR 72801-2222

Tel: 479-968-0269
Fax: 479-968-0633

www.atu.edu/purchasing

GENERAL GUIDELINES

Only the Purchasing Department has the authority to issue purchase orders. Requisitions are “requests” for commodities or services, and do NOT constitute a legal order. Orders placed by an individual without a purchase order are the financial responsibility of that individual.

If a State of Arkansas Contract exists for a commodity, the University **MUST** order through that contract (see list on Purchasing website for exceptions).

All printing – *regardless of the dollar amount* – must be bid. Printing is defined as “commercial printer’s ink, using a commercial printing press, produced on paper”. This does NOT include xerographic or digital copies.

Purchases may not be “split” to avoid a bid situation. If requisitions from two or more departments are received for the same commodity, bids will be issued if the total exceeds the Small Order limit.

When requesting items such as books or films for preview or “on approval,” issue a requisition first. Note on the requisition that the order is for preview/approval. A purchase order will be issued to the vendor; and if the item is returned, the purchase order will be cancelled.

CONTRACTS AND AGREEMENTS

Only the following individuals have contractual authority for the University. *Any contract or agreement **MUST** be signed by one of them and **MUST** be reviewed by University Counsel.* No one else can legally bind the University and guarantee payment.

Russellville Campus:

- President
- VP for Administration & Finance
- Purchasing Project/Program Manager
- Purchasing Project/Program Specialist (up to \$5,000)

Ozark Campus:

- Chancellor at Ozark Campus
- Chief Fiscal Officer at Ozark Campus

DOLLAR LIMITS FOR PURCHASES

(Amounts do not include tax)

\$5,000 or less	Small Orders: For general merchandise, exclusive of state contract and printing items. Generally requires 1 to 2 working days to process.
\$5,000.01 to \$25,000	Competitive Bid: Requires 7 to 10 days to process.
\$25,000.01 and up	Formal Sealed Bid: Requires 3 to 4 weeks to process.

P-CARD

The Procurement Card (P-Card) is a University Visa card that is used as an alternative to purchase orders or petty cash. Examples for use of the P-card would be small orders, Internet orders, companies that do not accept purchase orders, etc. Please contact Purchasing for more information.

PETTY CASH

The dollar limit for petty cash is \$75.00. Contact Student Accounts at 968-0271 for additional information.

TRAVEL

Travel requests must be processed through the Budget Office (356-2034).

PROPERTY INSURANCE

The University carries property insurance through the State of Arkansas Risk Management program. Our deductible is \$25,000 per incident.

CAPITAL OUTLAY

The definition of Capital Outlay (Equipment) is a cost of \$2,500.00 or more per item, including tax and freight, with a life expectancy of 1 year or more.