

RECEIVING FREIGHT

IF THE TERMS OF THE PURCHASE ORDER
ARE FOB DESTINATION

If the University receives a damaged box, we will note on the shipping document the number of damaged boxes and the nature of the damage, such as crushed, wet, etc. The Purchasing Department will notify the vendor,

or

If the University accepts a shipment and later finds damaged merchandise (*hidden damages*), Purchasing will contact the vendor for instructions. We will attempt to retain the original packing materials until the problem is resolved.

If, in our opinion, the contents of the box are damaged beyond use, we will *refuse the shipment*, and Purchasing will notify the vendor accordingly.

RETURNS

If the University receives *incorrect merchandise*, the Purchasing Department will contact the vendor for a Return Authorization Number. We will keep the original packing material for the return shipment, if possible.

If the University receives merchandise but decides not to keep it, Purchasing will contact the vendor for a Return Authorization Number. If possible, we will return the shipment in the original packing material. We are aware that we may be charged a re-stocking fee.

AVAILABLE ON OUR WEB SITE

Freight Terms
NAEP Code of Ethics
Request for Listing as Bidder
Terms and Conditions for RFQ's (Bids)
Terms and Conditions for Purchase Orders

INVOICES

For questions regarding invoices, contact the Accounts Payable Office:

Tel: 479-968-0691
Tel: 479-964-0512
Fax: 479-968-0303

QUESTIONS

For questions regarding orders or contracts, contact the Purchasing Department:

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

PURCHASING DEPARTMENT STAFF

Beth Foster, C.P.M., A.P.P.
Special Projects Coordinator

Jessica Holloway
Project/Program Specialist

DeAnna Kile
Buyer

Christi Aday
Fiscal Support Specialist

Jodi Jones
Accounting Technician

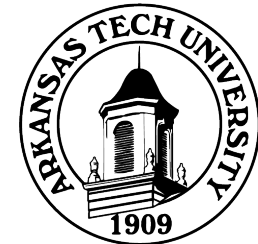
PURCHASING GUIDELINES

for

VENDORS

as of

October 28, 2009



**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**

<http://purchasing.atu.edu>

ORDERS

Only the Purchasing Department has the authority to issue purchase orders. Orders placed by an individual without a purchase order are the financial responsibility of that individual.

STATE OF ARKANSAS CONTRACTS

If a State of Arkansas Contract exists for a commodity, the University **MUST** order through that contract. Be especially aware of the Office Supply Contract. A list of these contracts may be found on the Office of State Procurement web site:

www.accessarkansas.org/dfa/procurement

SPLITTING

Purchases may not be “split” to avoid a bid situation.

PRINTING

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.

P-CARD

The University participates in the State of Arkansas Procurement Card (P-Card) program. This Visa card 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. Be aware that some Merchant Category Classification Codes (MCC) have been blocked by the State of Arkansas (examples are printing companies, florists, travel agencies, hotels, restaurants, grocery stores, etc.) The standard limit for P-cards is \$500 maximum per transaction.

DOLLAR LIMITS FOR PURCHASES

(Amounts do not include tax)

\$75.00 or less	<u>Petty Cash:</u>
\$5,000 or less	<u>Small Orders:</u> 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	<u>Competitive Bid:</u> Requires 7 to 10 days to process.
\$25,000.01 and up	<u>Formal Sealed Bid:</u> Requires 3 to 4 weeks to process.

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
Associate VP for Administration & Finance
Special Projects Coordinator
Procurement Manager (up to \$5,000 only)

Ozark Campus

Chancellor at Ozark Campus
Chief Fiscal Officer at Ozark Campus

CONTRACT LANGUAGE

The following language must be included in any contract/agreement with the University:

“Nothing in this agreement shall be construed to waive the Sovereign Immunity of the State of Arkansas or its agencies, including Arkansas Tech University.”

“All disputes regarding this agreement shall be submitted to the Arkansas Claims Commission for adjudication in accordance with A.C.A. §19-10-201 et seq.”