

Arkansas Tech University Foundation

Administration Building 209
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Date: July 10, 2015

Subject: New Policy - Foundation Purchases – Hardware/Software

Effectively immediately, all purchases of hardware/software items must follow Arkansas Tech University's policy for these items.

There are two options available to use "Foundation funds":

1. Order the merchandise, following University policy for ordering hardware or software, using your departmental budget funds and then complete a "Foundation requisition" to have the funds transferred to your departmental budget.
2. Follow University policy for ordering hardware or software; when hardware or software has been approved by Arkansas Tech University Office of Information Systems, submit a "Foundation requisition" to the ATU Foundation office. A purchase order will be completed and sent to the approved vendor.

If an individual has purchased hardware/software and needs to be reimbursed, the individual will be reimbursed, if they have followed the University's policy and submits a Foundation requisition with the approval for purchase attached along with an invoice from the vendor that shows the merchandise has been paid.

Legal counsel must review all agreements and/or contracts before any purchase may be made.