

RECEIVING FREIGHT

Upon receipt of the items purchased, please forward the signed departmental copy of the purchase order to Accounts Payable for payment processing.

RETURNS

If you receive incorrect or damaged merchandise, please contact the vendor to remedy the situation. If the vendor is uncooperative, or this contact does not yield desirable results, please contact Procurement and we will intervene on your behalf.

If you receive the merchandise you ordered but decide not to keep it, call Procurement. 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 Training Video is available on the Procurement web site. After viewing the video, if you would like to schedule one-on-one training please call 968-0269.

ALSO AVAILABLE ON OUR WEB SITE

www.atu.edu/purchasing

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

STAFF

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Procurement Guidelines for FACULTY & STAFF



**Procurement Services
Young Building East End
203 West O Street
Russellville, AR 72801-2222**

**Tel: 479-968-0269
Fax: 479-968-0633
purchasing@atu.edu**

www.atu.edu/purchasing

GENERAL GUIDELINES

Only Procurement Services 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 mandatory State of Arkansas Contract exists for a commodity, the University **MUST** order through that contract (see list on Procurement 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 must 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.

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
Chief of Staff
VP for Administration & Finance
Assoc. VP Admin and Finance
Procurement Director

Ozark Campus:

Chancellor at Ozark Campus
Chief Fiscal Officer at Ozark Campus

DOLLAR LIMITS FOR PURCHASES

(Amounts do not include tax)

\$20,000 or less	Small Orders: For general merchandise, exclusive of state contract and printing items. Generally requires 1 to 2 working days to process.
\$20,000.01 to \$75,000	Competitive Bid: Requires 7 to 10 days to process.
\$75,000.01 and up	Formal Sealed Bid: Requires 3 to 4 weeks to process.

P-CARD

The Procurement Card (P-Card) is a University Mastercard 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 Procurement Services for more information or visit our website at atu.edu/purchasing.

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 Travel Services (356-6209).

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 \$5,000 or more *per item*, including tax and freight, with a life expectancy of 1 year or more.

ATU™ Procurement Quick Reference Guide

\$1,000 and under

PCard

If vendor does not accept PCard,
a PO may be issued.

\$1,000.01 to \$19,999

Purchase Order

\$20,000 to \$74,999.99

Purchase Order

and

Unsealed bid or Request for Proposal^a to be issued by Procurement or minority owned business^b up to \$40,000 or Existing Contract^c.

More than \$75,000

Purchase Order

and

Sealed bid or Request for Proposal to be issued by Procurement or minority owned business up to \$40,000 or Existing Contract.

Procurement Method

ATU Procurement quick reference guide

a. Request for Proposal

- An RFP is a form of solicitation used when award is based on a variety of factors including but not limited to cost. Contact Procurement for direction on how to complete an RFP and other options for formal solicitation.

b. Minority Owned Business

- AR Act 1080 allows for double the bid limit to be spent with a minority-owned business and defines minority-owned business as those being 51% or more owned by a lawful permanent resident of the state who is:
 - African American
 - Hispanic American
 - American Indian
 - Native American
 - Disabled Veteran
 - Woman

c. Existing Contracts

- ATU may be able to use existing contracts from the State of Arkansas, intergovernmental contract, and purchasing consortiums.

Things to Remember

- Contact Procurement for assistance if you are working on a complex purchase, including purchases with a contract or solicitation.
- ATU designates the ability to sign contracts to certain officers. Find the Signature Authority Delegation list [here](#).
- Dollar thresholds are based on a single procurement or overall contract spend. Artificially dividing procurements to avoid the bid process is a violation of AR State Law.
- See atu.edu/purchasing for complete ATU Procurement policy and State of Arkansas Procurement Law.

If you have a unique situation not covered in this quick reference guide, contact Procurement for assistance at 479-968-0269 or purchasing@atu.edu.

Tips for Efficient Procurement Processing

**Procurement and Travel Services
Young Building
East End
203 West O Street Russellville, AR 72801
purchasing@atu.edu 479-964-0583 ext 3554**

What are the two ways that goods or services may be purchased for ATU?

The Pcard or purchase order are the only two ways that goods or services may be purchased for the University.

Who may purchase items for the University?

The Agency Purchasing Official, APO, is the sole purchasing authority for the University. The APO's signature is applied to each vendor's copy of a PO and the Pcard program operates under the APO's supervision.

How is a purchase order produced? A requisition is entered at the departmental level **before** the purchase is made. Once the requisition has been approved via electronic approvals it lands in Procurement and is processed into a PO.

Is the department responsible for placing orders using a PO?

No, Procurement sends the vendor a copy of the PO to place the order.

As an employee, why do I need to request a requisition be entered for a purchase?

Many faculty members do not hold PCards. A requisition is required to be entered and a PO in place before any order is placed that is not on a PCard.

I ordered something without a PO in place or Pcard. What do I do?

Ordering something without a PO or PCard creates an After the Fact (ATF) purchase. You will be required to complete an After the Fact form as well as a requisition. Remember, If the process is followed, and the PO is in place beforehand then Procurement does the ordering for you.

Does using the AFT form allow me to avoid entering a requisition?

No. A requisition is still required.

What is the significance of the ATF form?

The completion of the ATF form and after the fact scenarios alert Finance and your supervisors to the fact that the procurement process has not been followed and funds have been committed without proper approvals in place. Repeated submission of these forms may be indicative of a more serious situation and may require the attention of University administration. Any individual making a purchase without a PO in place or PCard in hand is assuming a personal obligation to the vendor for whom he/she may be held personally liable.

Will all approved ATF forms sent to Procurement result in a PO being issued?

No, an After the Fact may be denied after review by Procurement Services and/or other Finance offices. In this case other funds will need to be used for the purchase.



Cardholder PCard Quick Reference Guide

Check your transactions and download your monthly statement
at [BOA Global Card Access](#).

Do

- ✓ Obtain an itemized receipt for each purchase. Including but not limited to date, vendor name, line item detail, type of card used, and total.
- ✓ Watch your email for PCard program updates and monthly log submission reminders.
- ✓ Keep your card in a secure location.
- ✓ Complete your log making sure to enter all transaction information correctly including FOAP information. Watch out for Organization number errors!
- ✓ Double-check that your statement and log totals match.
- ✓ Obtain all required original signatures on your log and email a copy of your Excel log to smitchell28@atu.edu.
- ✓ Submit your hard copy log, statement, and receipts to Procurement before the deadline.
- ✓ Watch your individual limits to make sure you will not exceed them with an anticipated purchase.
- ✓ Include a detailed agenda for any conference registrations made on your PCard with your log.
- ✓ Contact the vendor first to request any lost receipt before completing the lost receipt form.
- ✓ Contact Procurement at 479-964-0583 ext. 3554 with any questions prior to using your card for any purchase.

Don't

- ✗ Allow anyone else to use your card including another employee.
- ✗ Take cash in lieu of a credit on your card for a return.
- ✗ Charge any items listed on the non-allowable list. Including but not limited to alcoholic beverages, food, travel accommodations, gifts, fuel, any items listed on mandatory agency or state contracts, any item that is to be inventoried and gift cards.
- ✗ Split purchases to avoid exceeding your card limits.
- ✗ Use your card for any personal purposes, even with the intent to repay the University.
- ✗ Submit your log late repeatedly or ignore requests for additional information from Procurement Services.
- ✗ Fail to report your lost or stolen card to Mastercard and Procurement Services.

Remember: Ultimate responsibility for use/misuse of charges rest with you, the Cardholder!

ATU Requisition Entry Quick Reference Guide

Procurement and Travel requisitions are the two types of requisitions entered into Banner. Please see the table below for tips on how to properly enter each type of requisition. It is important to follow these guidelines to ensure that your requisition travels through the electronic approval process and can be evaluated and processed by either Travel or Procurement Services once approved.

Procurement Requisition	Travel Requisition
Entered for goods and services needed for departmental operations.	Entered for expenses related to University travel.
Commodity code is <i>never</i> used.	Requires <i><u>commodity code</u></i> 704100
Multiple lines of commodity descriptions are entered. If you have a quote from a vendor, you must itemize the requisition using the quote as a guide. In other words, make it a line-for-line match to your quote.	One line of commodity description per requisition.
Multiple account codes are entered to describe goods or services being requested.	Details of request are entered in document text.
Document Text should contain information pertaining to the entire requisition, not one particular item. Examples are quote numbers, contract numbers, or notes to Procurement.	One <i><u>account code</u></i> is used-704100
Item Text should contain information for that particular item (make/model, product/item numbers, information that does not fit on the description line.)	Do not use symbols such as @, #, %, &, /, -.
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