

# 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<sup>a</sup> to be issued by Procurement or minority owned business<sup>b</sup> up to \$40,000 or Existing Contract<sup>c</sup>.

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 contact spend. Artificially dividing procurements to avoid the bid process is a violation of AR State Law.**
- **See [atu.edu/purchasing](http://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](mailto:purchasing@atu.edu).**