



ARKANSAS
TECH
UNIVERSITY

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 contact spend. Details may vary, please contact Procurement with specific questions.**

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.