

The background of the slide features a close-up, slightly blurred image of a flag. The flag has a yellow field with a green border. In the center of the flag is a green crest or emblem. The letters 'ATU' are visible in a large, green, serif font on the white part of the flag. The overall image is darkened to provide a good contrast for the white text.

ATU Procurement Training for Faculty and Staff

Business Services
Procurement Services
purchasing@atu.edu
479-964-0589 ext. 3554

Today's Topics

- Ethics-What is expected of me as a state employee?
- Procurement Processes-How are things purchased and paid for at ATU?
- Basic Procurement Guidelines-What are the rules and how do we follow them?
- Contract Review Process-The vendor sent me this contract, now what?
- Online Resources for Faculty and Staff-Where can I go to find direction and answers to my questions?
- Procurement Requisition Entry-I know what I need to buy, how do I get the ball rolling?
- Take Away

Ethics

ATU is an institution of the State of Arkansas.

As public employees our employment is a public trust and must be executed in such a manner to foster public confidence.

Any attempt to realize personal gain through public employment by conduct inconsistent with the proper discharge of the employee's duties is a breach of public trust. –Ark. Code Ann. § 19-11-704(a)

Personal gain include financial gains by any member of an employee's family.

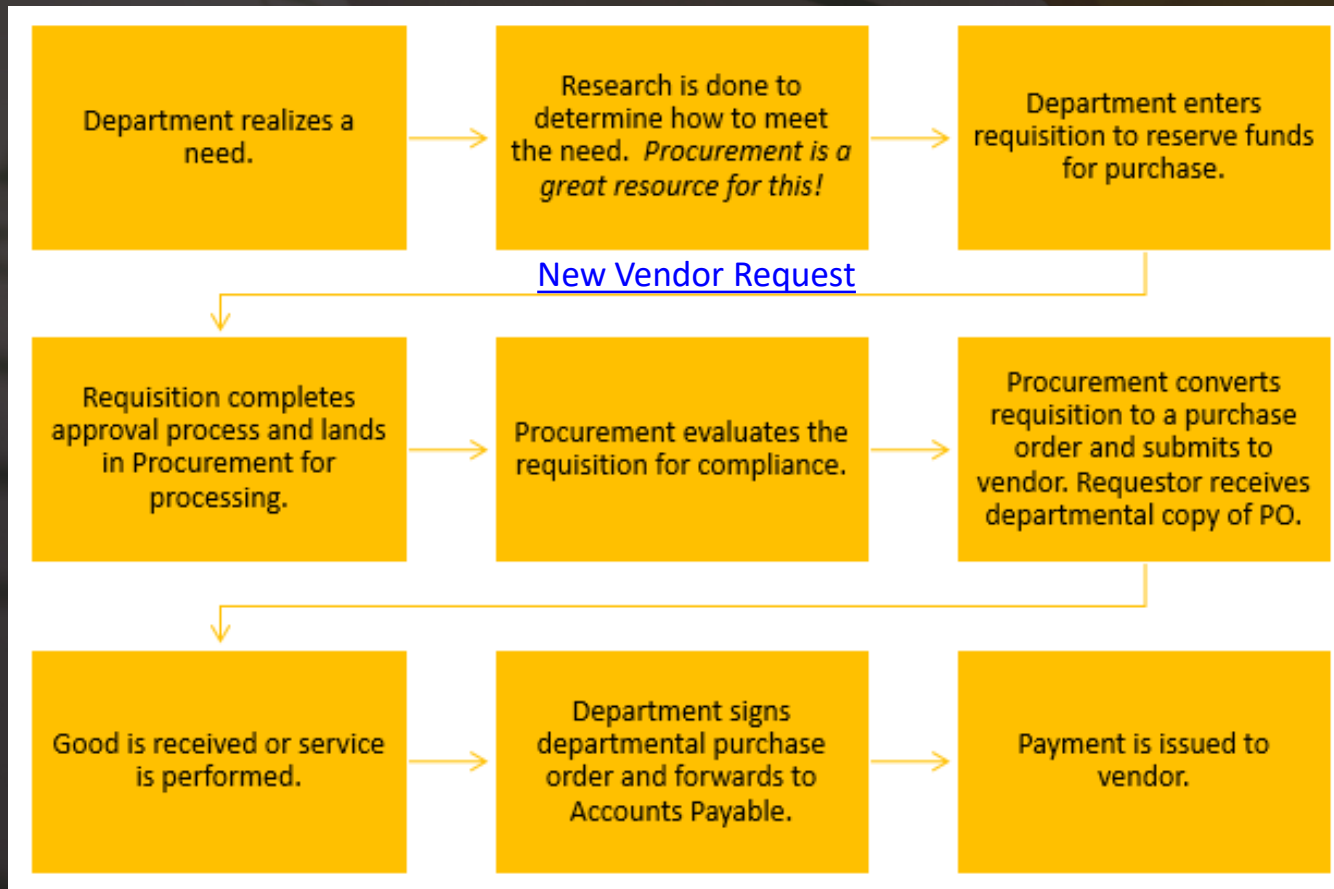
Splitting purchases to circumvent the bidding process is a violation of Arkansas Law. **19-11-702.** *"Any employee who knowingly violates any of the provisions shall be guilty of a felony and upon conviction shall be fined in any sum not to exceed ten thousand dollars (\$10,000) or shall be imprisoned not less than one (1) nor more than five (5) years, or shall be punished by both."*

If you aren't comfortable with it being in the headlines, don't do it!

Procurement Cycle

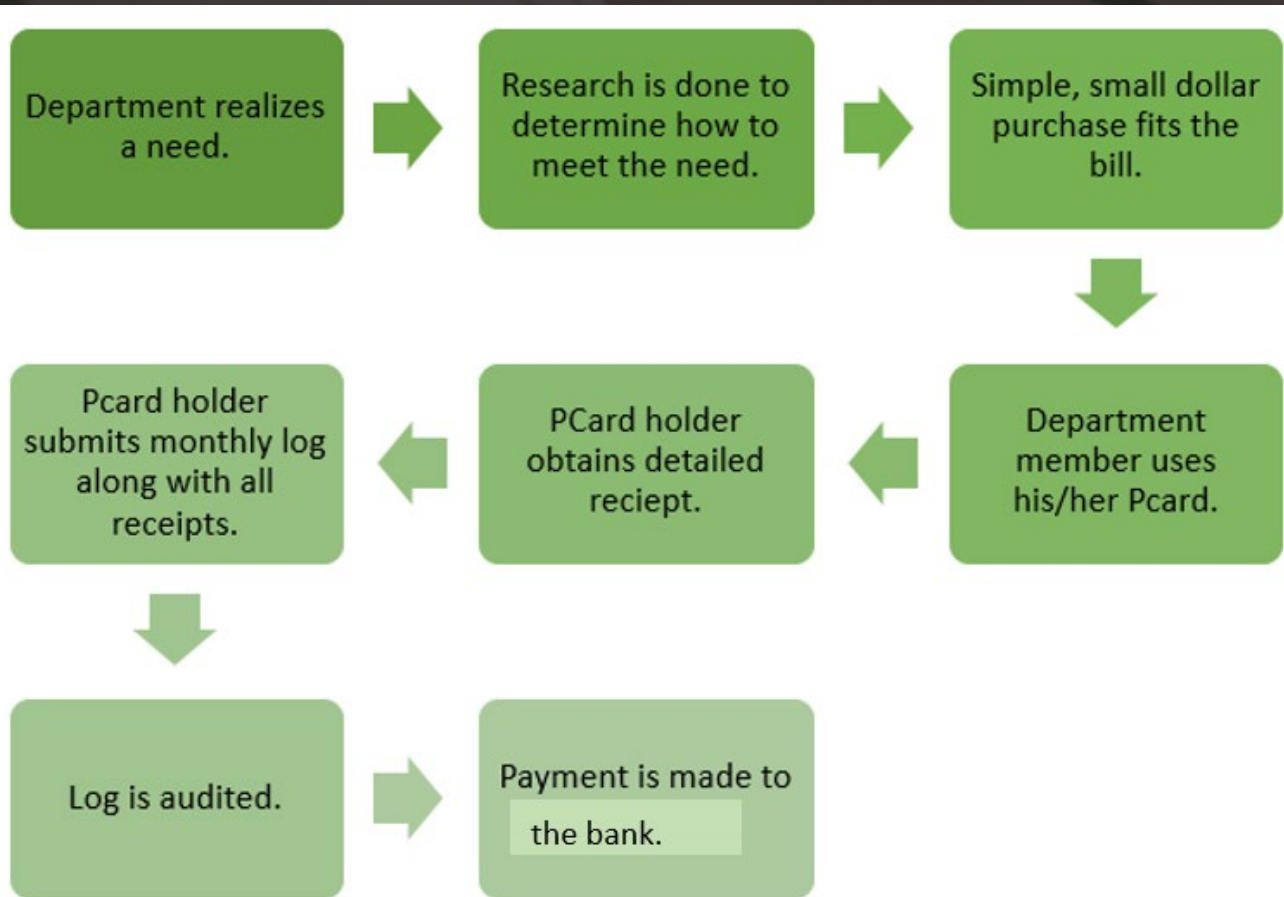
1. Department realizes a need.
2. Research is done to determine how to meet the need. Procurement is a great source of information. Please reach out to us!
3. Department enters a requisition to reserve funds for purchase. Requisition travels through electronic approval process and lands in Procurement for processing. Pcard may also be used
4. Procurement assist in making sure that the good or service is procured within State of Arkansas and ATU guidelines. This may include issuing an Invitation for Bid or Request for Proposal.
 - If any software is purchased, fill out the OIS Software Application for review first.
 - If any contract or agreement is required for purchase, fill out the cover sheet and submit to Procurement.
5. Procurement converts requisition to a purchase order and submits to vendor. Requestor receives a departmental copy of the PO in email inbox.
6. Good is received or service is performed.
7. Department signs departmental purchase order and forwards to Accounts Payable
8. Accounts Payable issues payment to the vendor.

Procurement Process-Purchase Order



Don't commit to buying anything unless you have a PO or P-card in hand.
Don't sign any agreements or contracts.
This is for your protection!

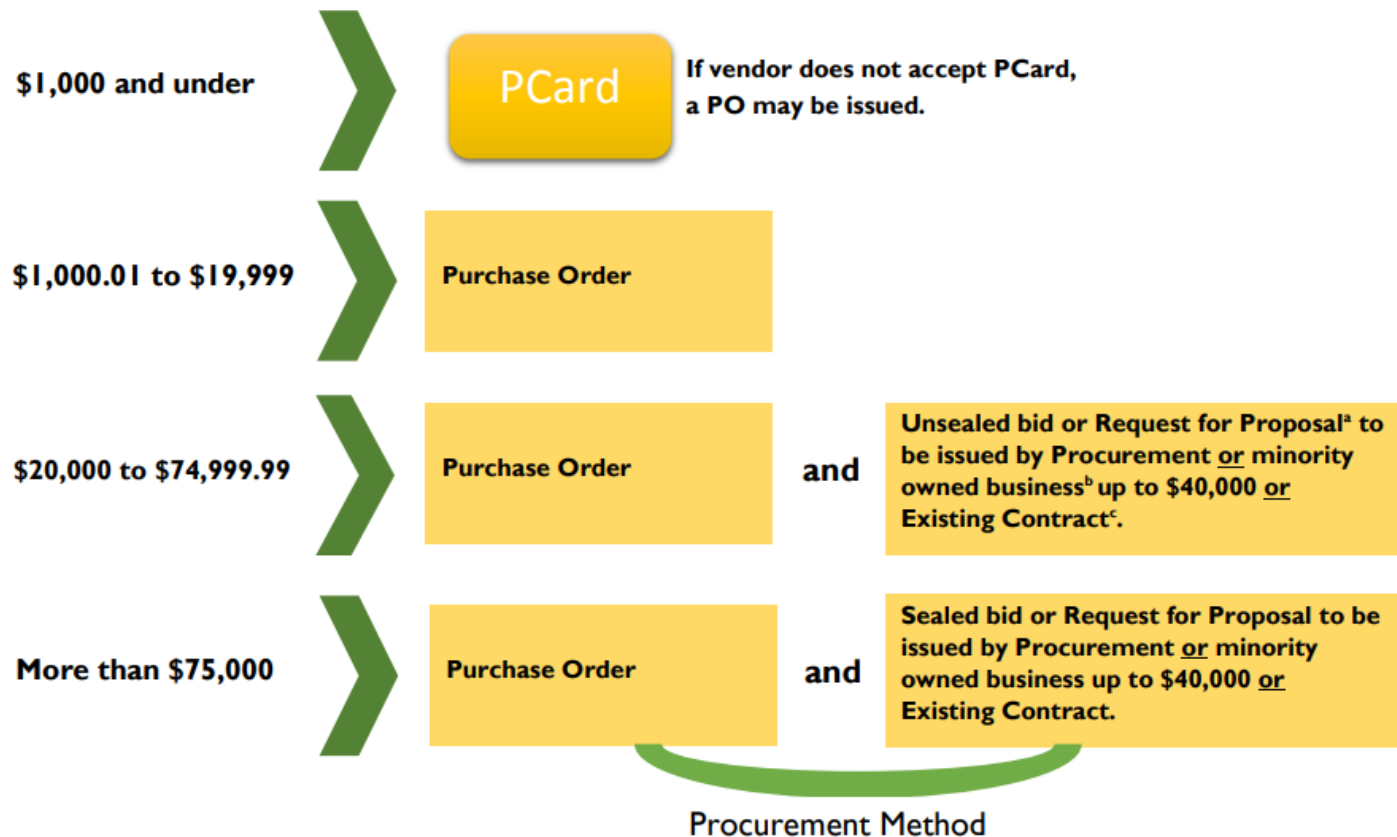
Procurement Process-PCard



Pcard Tips

- ✓ Cardholders can check available balance and see transactions at BOA global connect.
- ✓ Remember, no requisition means no encumbrance against your budget as you use your card.
- ✓ Stay up to date with Pcard procedures. See the Newsletter and OneTech!

Procurement Guidelines



Procurement Guidelines

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.

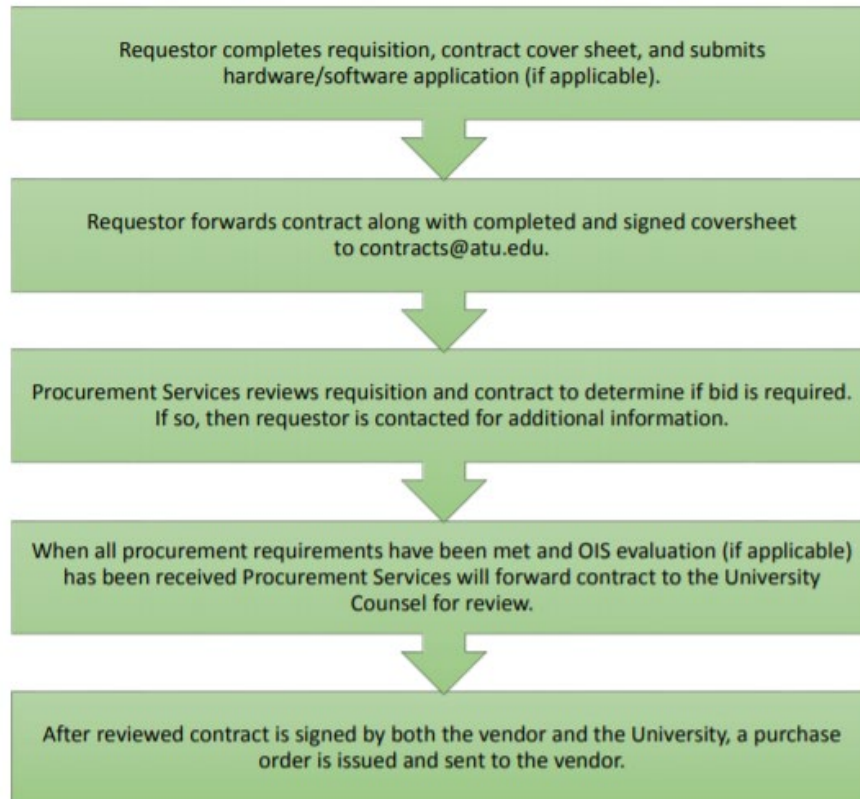
If you have a unique situation not covered in this quick reference guide, contact Procurement for assistance at 479-968-0269 or purchasing@atu.edu.

Contract Review Submission



Contract Evaluation Process

This process to be followed for all contracts required to purchase a good or service for the University.



Every agreement that is presented must be evaluated prior to PO being issued. Enter “Contract to Follow” on requisition.

Be cautious. Some documents may seem common place, but if it requires a signature it must be evaluated.

Tammy Rye is the contracts coordinator and can be reached at trye@atu.edu for status updates.

Contract Review Coversheet

Contract Approval Cover Sheet Office of University Counsel, Administration

Complete and attach this cover sheet to all contracts, agreements, and memoranda submission. Contracts should be submitted no less than 14 days prior to submission. **If purchasing goods or services this contract MUST be reviewed.**
If purchasing goods or services: Email this cover sheet along with your submission.
If NOT purchasing goods or services: Email this cover sheet along with your submission.

Submitted By: _____ Date Submitted: _____

Department: _____

Phone #: _____ Date you received contract: _____

1. For purchase of goods or services, please provide the requisition # or notation:
Requisition # _____ or Other (Agency or Fund) _____

2. Type of Agreement: ☐ New Agreement ☐ Modification of Existing Agreement

3. Vendor Name: _____ Vendor Email: _____

4. Contract Terms: \$ _____ Start Date: _____ End Date: _____

5. Briefly explain the purpose of the contract/agreement.

6. Will this contract require the Vendor to possess data about students or employees?

7. If submitted less than 14 days prior to date needed, explain nature of emergency.

General Information

- Any purchase over \$20,000 **must** be bid.
- Arkansas Tech University **will not agree**:
 - That the contract is to be governed by the laws of any state other than the State of Arkansas.
 - To indemnify the other party to the contract.
 - To jurisdiction in a state other than the State of Arkansas.
- This contract will be reviewed with the assumption that all bidding, publication and notice procedures required under Arkansas law have been followed. If these procedures have not been followed, you should not pursue this contract until full compliance with all Arkansas procurement laws have been achieved. In addition, no opinion is rendered regarding the economic feasibility of the terms of the contract or the advisability of the venture as a whole.
- It is the responsibility of the department to contact the vendor regarding any necessary revisions.
- Any revised language or additional changes the vendor makes to the contract/agreement must be resubmitted to the Office of University Counsel for review.
- ALL** contract/agreements must be signed by the President or Vice President for Administration and Finance or the President or Vice President for Administration and Finance's designee.

I confirm that the contract/agreement is complete and includes all exhibits, attachments, and pages.

Signature: _____ Date: _____

Contract Approved by Vice President: _____ Date: _____

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Requisition Entry SSB

- No commodity codes for procurement requisitions-
only for travel
- Do not use symbols such as @, #, %, &, /, or _.
- Use mixed case letters-not all lowercase or ALL CAPS.
- Document Text should pertain to the entire document. A quote number is a good example.
- Item Text should pertain to that specific line item. Information that does not fit in the description-make, model, color, etc..

Online Resources

Business Services maintains two websites for our campus community and vendors.

Travel Services-www.atu.edu/travel

Procurement Services-www.atu.edu/purchasing

Both contain links to training materials as well as pages dedicated to specific topics.

Since we are focusing on Procurement for this training, let's look at the site.

Take Away

- Contact Procurement in the beginning of the process.
- You must have a PO or Pcard in hand prior to a purchase.
- ATU operates under AR procurement law, let us help you navigate these requirements.
- Don't sign a contract or agreement-only a hand full of positions have this authority.
- Check out the website for updated information and resources.
- Enter information clearly and concisely on requisitions.
- Reach out with any questions or concerns.

Don't commit to buying anything unless you have a PO or Pcard with adequate limits in hand.

Don't sign any agreements or contracts.

These rules are for your protection!

Questions or Comments

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Thank
You