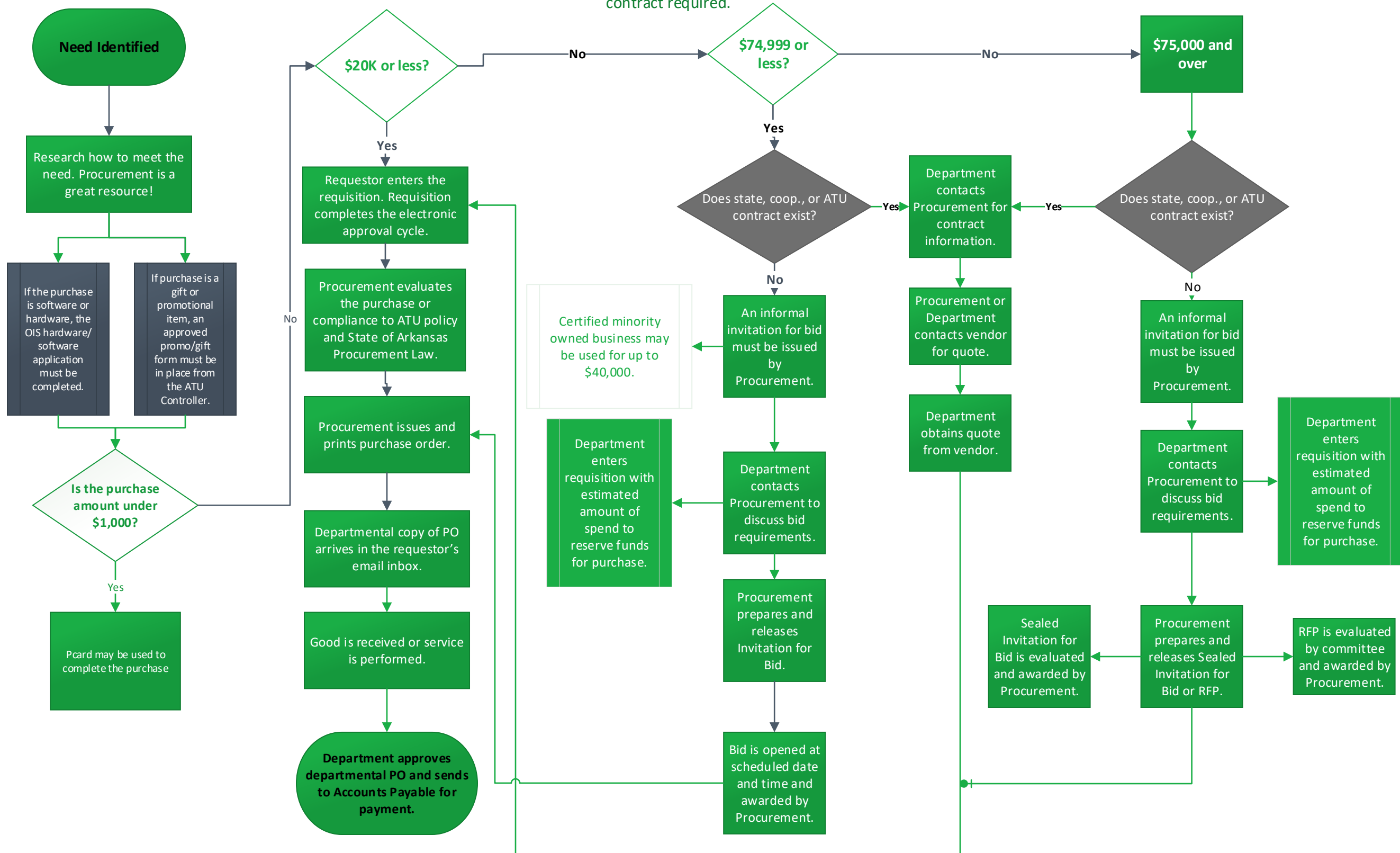


## Current State of Arkansas Bid Limits

Less than \$20,000-no bid required

\$20,001-74,999-Informal bid, state contract, cooperative contract, or current ATU contract required.

\$75,000 and over-Formal sealed bid, Request for Proposal issued, state contract, cooperative contract, or ATU contract required.



# 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 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](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).

## 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 ATF 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.

## Application Navigator Requisition Entry Tips

- ✓ Enter a requisition using the FOAP information that will be used for the purchase do not enter a requisition planning on requesting a recode or purchase order change order at a later date.
- ✓ Enter an index on each accounting line. This ensures you are using the most up to date FOAP information.
- ✓ Pay attention to any messages from the notification section in the top right of the form.
- ✓ **Stop** if you receive the insufficient funds error message. This message displays when budget is not sufficient to cover the amount of the requisition. App Nav will allow you to continue so you must stop, exit the entry form, secure the budget required, return to FPAREQN and complete the requisition entry.
- ✓ Additional email addresses may be added after the default email address by entering a comma and space before keying the second email address and repeat this format for any additional addresses. Four email addresses may be entered.
- ✓ Vendor addresses may be viewed by clicking the ellipses (...) to the right of the address type or you may key RA and the address number needed.
- ✓ A second line of commodity or accounting line, and document or item text may be entered by striking the arrow down key.
- ✓ Complete the commodity line fields before entering item text.
- ✓ Once a requisition has been assigned a number in FPAREQN (after the vendor information has been entered) it must be completed or deleted using FPAREQN.
- ✓ To delete an incomplete requisition, enter the R number in FPAREQN and next section then click the delete option 2x and select OK from the pop up window.
- ✓ Once a requisition has been completed it cannot be deleted until it has been disapproved.
- ✓ Requisition copy function may be used to copy data from an approved requisition to a new requisition. Be sure to update any needed information on the new requisition.

## 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><b>never</b></i> used.	Requires <i><b>commodity code</b></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><b>account code</b></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 @, #, %, &, /, -.
Do not use symbols such as @, #, %, &, /, -.	



# 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](mailto: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.

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



## PCard Checklist-Non-Agency Funds

Your log is due around the 18<sup>th</sup> of each month. Plan accordingly.

1. Work on the log throughout the month. Keep a binder with the receipts and a copy of any required gift/prize/award forms. Keep an Excel log updated with each charge. Verify your log matches your statement and you are ready to print, obtain signatures and submit it as soon as your statement posts online.

Required: Secure a receipt at time of purchase that includes the following. Any receipts that are not a full 8.5 x 11-inch page must be taped to a piece of white copy paper of that size.

- ☐ Date
  - ☐ Amount of charge
  - ☐ Line item detail of purchased items
  - ☐ Tax amount
  - ☐ Shipping address for online purchases
  - ☐ Form of payment-This is typically included when a credit card is used.
2. You may purchase items that belong to different account codes in separate transactions. Example: Keep all promotional items one order, and supplies items on a separate order. This will greatly simplify your log entry process.
  3. Obtain an approved gift/prize/award form from the controller for all giveaways. If the prize totals over \$75, have the winner complete and sign page 3 of the form and submit back to the Controller's Office. Include a copy with your Pcard log.
  4. Pay attention to any fiscal year end deadlines for Pcard usage. The card is typically cut off for charges after early June until July 1.
  5. Include any conference agenda with Pcard log if the log includes a registration charge.
  6. If you lose a receipt, contact the vendor to obtain a duplicate.
  7. Keep a copy of your log and receipts for 18 months. This can be done electronically.
  8. Contact Procurement before making the purchase if you are unsure.





## Gift Prize Award Form Checklist

- ☐ Determine what the items are to be given away at an event.
- ☐ Access the Gift/Prize/Award form online.  
<https://www.atu.edu/controller/docs/StudentGiftPrizeAward%20Current%20as%20of%2004-20-21.pdf>
- ☐ Submit the signed pre-approval form to the Controller ([smcall@atu.edu](mailto:smcall@atu.edu)) or Assoc. Controller ([kehemann@atu.edu](mailto:kehemann@atu.edu)).
- ☐ If approved, begin requisition or PCard purchase process. Remember it is best to purchase all items falling into one account code under one transaction.
  - **Giving away cash or gift card of any value?** You must return the Reporting Form section (page 3) of the Gift/Prize/Award form for all of these purchases.
  - **Do any of your items total \$75 or more?** If so, the Reporting Form section (Page 3) of the form must be signed by the winner and returned to the Controller's office within 5 business days of award.

Retain a copy of all pages of your approved form and submit with PCard log if purchased using the PCard.

Items purchased as gifts or prizes fall into account code 703930. Any items that have the ATU logo fall into 703236.

Example: You are purchasing **\$99** earbuds to be given away at an event.

1. Access and submit the signed gift/prize/award form.
2. Receive the approved form back from the Controller's Office.
3. Purchase the earbuds on your PCard.
4. Event happens-you award the earbuds.
5. Awardee signs Reporting Form (page 3) at the event.
6. You submit the gift/prize/award form back to the Controller's Office within five business days.
7. PCard log is due. Earbuds are coded in 703930 on your log.
8. Submit your completed log with detailed receipt for the purchase and a copy of the full gift/prize/award form you submitted to the Controller's Office in step 6.

For items under \$75 in value, you may skip steps 5-6 as these items do not meet the reporting dollar amount threshold. **An approved gift/prize/award form is required with your PCard log for all giveaways purchased.**

Example: You are awarding \$25 gift cards at an event.

1. Access and submit the signed gift/prize/award form.
2. Receive the approved form back from the Controller's Office.

3. Enter a requisition for reimbursement to the individual purchasing the gift cards. Remember gift card purchases are not allowed on the PCard.
4. Submit Departmental Copy of the purchase order to AP with purchase receipt.
5. Event happens-you award the gift cards.
6. Awardee signs Reporting Form (page 3) at the event.
7. You submit the gift/prize/award form back to the Controller's Office within five business days.



## TCard Checklist

*Your log is due around the 18<sup>th</sup> of each month. Plan accordingly. You will receive an email reminder from Travel Services when statements are available.*

1. Enter a requisition to Bank of America for all anticipated TCard charges. Do not use the card until you have received a purchase order resulting from this requisition. Typical Tcard charges include.
  - a. Airfare
  - b. Hotel
  - c. Car rental
  - d. Taxi, shuttle or ride share
  - e. Baggage fee
  - f. Conference registration (may also be placed on the Pcard)
2. Keep a small envelope or pouch for your receipts as you travel. This is especially important if you are traveling with students and have several high dollar amount receipts
3. All purchase orders for your TCard charges are required with the log submission and each must have an approval signature. Receipts are required for all charges and must include the following.
  - ☐ Date
  - ☐ Amount of charge
  - ☐ Line item detail of purchased items
  - ☐ Tax amount
  - ☐ Form of payment-This is typically included when a credit card is used.
  - ☐ Hotel Receipts must indicate a zero balance.

Any receipts that are not a full 8.5 x 11-inch page must be taped to a piece of white copy paper of that size.

4. Access your statement via Bank of America's Global Card Access site.
5. Complete your TCard log each month that you have charges, even if you have not traveled yet. Use the appropriate account codes for each charge. These are listed at the bottom of the TCard log.
6. You may work on the log throughout the month. Keep it updated with each charge. Verify your log matches your statement and you are ready to print, obtain signatures and submit when you receive the email notification that logs are due.
7. Include any conference agenda with log if the log includes a registration charge.
8. If you lose a receipt, contact the vendor to obtain a duplicate.
9. Keep a copy of your log and receipts for 18 months. This can be done electronically.
10. Contact Travel Services before making the purchase if you are unsure.