Arkansas Tech University

Procurement Fundamentals

- ☐ Contact Procurement in the beginning of the process.

- ☐ Enter a requisition as soon as possible.

- ☐ You must have a PO or PCard with adequate limits in hand prior to complete a purchase. Remember: Purchasing places orders with vendors on PO.

- ☐ 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.

- ☐ Send signed departmental PO to Accounts Payable **after** items are received.

- ☐ 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!

PROCUREMENT POLICIES AND PROCEDURES

The following is intended as an informative guide to all individuals involved in requesting goods and services. This policy is developed for compliance with ACA §19-11-201 thru 1206; §91-4-
1206; §15-4-301 thru 820; §22-8-101 thru 104; §23-61-601 thru 610; and Arkansas Tech University Board Policy.

ATU PROCUREMENT
MISSION

The Arkansas Tech University Procurement and Risk Management Services office is a service unit established to support the educational and research missions of the University. It is staffed by procurement professionals who have the requisite knowledge, skills and training to assist University personnel in the purchase of required goods and services. This expertise insures that procurement decisions will be made in the best interest of the University and in compliance with the State of Arkansas procurement law and University policies.

1. **PURCHASING AND CONTRACTING AUTHORITY**

   All purchases, rentals, leases, lease purchases, and contract services for Arkansas Tech University purchased using operating budget funds are subject to laws, regulations, and procedures and should be for the official business of the university. Procurement Services is the sole purchasing authority for the university. Purchases not authorized by Procurement Services are not legal obligations of the university.

2. **CONFLICT OF INTEREST/PROHIBITIONS, VIOLATIONS, PENALTIES**

It shall be a breach of ethical standards for any employee to participate directly or indirectly in any proceeding or application, in any request for ruling or other determination, in any claim or controversy, or in any other particular matter pertaining to any contract or subcontract, and any solicitation or proposal therefor, in which to the employee's knowledge:

The employee or any member of the employee's immediate family has a financial interest;

3. **PROCUREMENT**

   This section is a guide for individuals responsible for requesting goods and services. It outlines the procedures for acquisition and relates these procedures to the necessary forms. These procedures should benefit those keeping departmental records of procurement transactions. It is important that procedures outlined in this section be followed, thus eliminating problems and resulting in a more efficient handling of departmental needs.

   A. **Purchase Requisition.** Purchase Requisitions are created in Banner by authorized

individuals. Completed requisitions are routed by Procurement to the appropriate approver and a purchase order is generated before

B. **Purchase Order**.

1. The purchase order is a numbered document issued only by Procurement Services. The purchase order number serves as the identification number for the procurement from the time the purchase order is processed until final payment is made to the vendor. (The vendor relies on the purchase order, or at least a purchase order number, to fill and ship an order.)

2. One copy of the purchase order is sent to the ordering department. This copy is used to verify that shipment has been received and to authorize payment by Accounts Payable. When shipment is received, this copy is signed, dated, and forwarded to Accounts Payable.

3. Departments experiencing problems with a purchase order should contact Procurement Services at 479.968.0269. Procurement Services handles all changes to purchase orders.

C. **Invoicing and Payment**. All invoices should be addressed to and received in Accounts Payable. Accounts Payable cannot process payment without a signed departmental copy of the purchase order.

D. **Purchase Order Change**. A department may ask for a change or amendment to an outstanding purchase order. Procurement Services determines if a change is possible. The department must send a memorandum to Procurement Services or email routed through all required approvers indicating the purchase order number, vendor name, and the nature of the desired change. If allowable, Procurement Services will change the purchase order. If not, Procurement Services will notify the department. **A requesting department should not make direct contract with a supplier to change a purchase order without prior approval from Procurement Services**.

E. **Purchase Order Cancellation**. A purchase order may be cancelled if special circumstances require this action. The department must send a memorandum or email routed through all required approvers to Procurement Services indicating the purchase order number, vendor name, and a request to cancel. Reason for cancellation must be given as well. Procurement Services will then determine whether or not cancellation is possible. If not, the department will be notified. Otherwise, Procurement Services will cancel the purchase order. **Requesting departments should not cancel an order without prior approval from Procurement Services.**

4. **GOVERNING REGULATIONS AND POLICIES**

A. **Small Purchases.** Effective July 31, 2017 small purchases totaling less than $20,000 may be made by Procurement Services without bid procedures, except for printing and state contract items. It is the responsibility of the requisitioning department to supply <u>accurate</u> vendor name, address, and pricing (including shipping cost) for all

requests for less than $20,000. Although bidding is not usually required below $20,000, departments are advised to exercise prudent judgment in specifying items and entering vendor information on the purchase requisition. Some vendors offer discounts to the university and Procurement Services may determine that an item or items requested are available at better prices from a source other than the vendor indicated by the department. It is the responsibility of Procurement Services to make final determination of the source of goods and services. However, before making a change of vendor, Procurement Services will advise the requisitioning department of the intended change. Upon request, Procurement Services will provide vendor information for any particular class of commodity or service.

B. **Bid Procedures**. With few exceptions, all purchases exceeding $20,000 in total, excluding sales tax, are subject to bid procedures. All bids are the responsibility of Procurement Services. Individuals requisitioning items should not artificially divide their requests so as to avoid bid procedures. Purchases totaling more than $20,000 but less than $75,000 require competitive bidding. This procedure can be accomplished in one (1) to seven (7) working days. Purchases totaling more than $75,000 require competitive sealed bidding, taking a minimum fourteen (14) working days to accomplish.

C. **Exceptions to Bid Requirements.** There are some commodities and services for which the law provides exception to all or part of the bid procedures. Please note that failure to anticipate needs due to poor planning is not reason for exception. The following are purchases which may be authorized by Procurement Services without the necessity of bidding:

1. *Emergency purchases*. When circumstances dictate that the immediate acquisition of commodities or services is necessary to prevent endangerment of human life, health, state property, or the functional capability of the university, an emergency exists and an emergency procurement may be initiated.

   a. All emergency procurements must be approved in advance by the ATU procurement official. A department must submit a requisition along with an explanation of the emergency, and unless the emergency is critical, Procurement Services must obtain a minimum of three (3) competitive bids.

   b. When time or circumstances do not permit prior approval, approval must be obtained at the earliest possible date. Requests for approval should be in writing and must include a requisition and a written explanation of the emergency. The written explanation must give specific reasons for determining that an emergency existed. The department must also include a copy of a quotation abstract with the request for approval. The quotation abstract must show the names of at least three (3) firms contacted in attempting to obtain competition.

c. Emergency procurement can become the personal responsibility of individuals making the purchases.

2. *Proprietary or sole source purchases*. Sole source procurements are those which, by virtue of the performance specifications, are available from a single source. Brand name or design specifications are not sufficient justification for sole source. Such procurements may include but are not limited to the following:

    a. Requirements of performance compatibility with existing commodities or services.

    b. Repairs involving hidden damages.

    c. Requests for approval should be in writing and must include a requisition and an explanation of sole source. Sole source procurement must be approved in advance by the procurement official and the assistant vice president of finance and administration.

3. *Exempt commodities and services*. The following items are exempt from the bid procedures but must have a purchase order number before a commitment is made by the university:

    a. Advertising in newspapers, periodicals, and related publications;
    b. Animals procured for medical research;
    c. Commodities procured for resale in cafeterias, commissaries, bookstores, gift shops, canteens, and other similar establishments;
    d. Commodities procured from nonprofit workshops in accordance with Act 405 of 1973;
    e. Contracts with students;
    f. Fees, including medical and physician fees;
    g. Freight and storage charges and demurrage;
    h. Licenses (does not include software licenses);
    i. Livestock procured for breeding, research, or experimental purposes;
    j. Maintenance on office machines or technical equipment;
    k. Membership in professional, trade, and other similar associations;
    l. Postage;
    m. Published books, manuals, maps, periodicals, films, technical pamphlets, and copyrighted educational aids for use in libraries and for other informational or instructional purposes in instances in which other applicable law does not provide a restrictive means for the acquisition of same;
    n. Services for visiting speakers, lecturers, and performing artists;
    o. Taxes;
    p. Travel expense items, such as room, board and transportation charges; and
    q. Works of art for museum and public display.

D. **Personal Reimbursements**. Reimbursement of out-of-pocket purchases, which are not

incurred as part of authorized travel, may be requested. Employees are cautioned that only urgent situations warrant use of personal reimbursement procedures. The purchase of printing and state contract items may not be reimbursed. Reimbursement can be made only to employees of the university. Contact the Controller's Office with any questions regarding employee reimbursement.

E. **Blanket Orders**. A blanket order is a purchase order issued to one vendor for commodities or services to be secured or rendered over a specific period of time.

No state contracts items may be purchased on blanket orders.

No inventory items may be purchased on blanket orders (an item over $1,000).

F. **Rentals, Lease, and Lease Purchases**. All rentals, leases, and lease purchases of commodities require prior approval from Procurement Services. Procurement Services will secure a written agreement for execution after receipt of a purchase requisition. In those instances where policy has not been established and reasons for rental are not obvious, a memorandum of justification should accompany the requisition. Meeting temporary needs is one of the primary reasons for rentals without purchase options.

G. **State Contracts**. "State contract" means a contract for the procurement of commodities or services in volume, awarded by the state procurement director. This means that state procurement has issued a bid for a commodity and an award is made to a vendor locking in a price for that commodity. If a mandatory state contract exists for an item, that contract must be used when purchasing.

H. **Telecommunications, Data and Word Processing, and Computers.** Acquisitions of these products are subject to additional review and approval procedures.

1. *Telecommunications Equipment and Services.* Telecommunications equipment and services includes but is not limited to telephone sets, mobile (cellular) devices, telephone lines, voice mail, and toll-free 800 services. Telecommunications Equipment and Services requests (moves, adds, changes, disconnects, removals) can be made by contacting Procurement and Risk Management Services at 479.968.0269. Requests for VOIP service or trouble tickets may be submitted to the Office of Information Systems 479.968.0646.

2. *Data and Word Processing Systems, and Computers*. Computer purchases for Dell computer equipment require a Dell e-quote that is generated by the Office of Information Systems. Contact is made with OIS and an e-quote obtained and that number is placed on the requisition. Apple purchases require a proposal be generated by the requestor via the Apple for Education website [https://idmsa.apple.com/IDMSWebAuth/login.html?appIdKey=a747eeda104290 61323c0b5d14a4937fe24fde503ea79cf9cf72a09b0d8f2434&path=/asb2b/init.do %3Fsegment%3DEDU-HIED&language=US-EN&segment=EDU-HIED](https://idmsa.apple.com/IDMSWebAuth/login.html?appIdKey=a747eeda104290061323c0b5d14a4937fe24fde503ea79cf9cf72a09b0d8f2434&path=/asb2b/init.do%3Fsegment%3DEDU-HIED&language=US-EN&segment=EDU-HIED) and the proposal number included on the requisition. Act 9463 of 1985 exempts Arkansas Department of Higher Education (ADHE) and the Department of Information Services (DIS) from review of purchases of data processing

equipment used solely for instruction and/or research as self-contained units in a laboratory setting regardless of cost.

I.   **Software Purchases**. All software purchases must be approved by the Office of Information Services. Approvals must be received before purchase orders will be issued.

J.   **Construction, Renovation, or Remodel**. ATU Construction Manager along with Facilities Management is responsible for all new construction, renovation, or remodel of all campus buildings and grounds, including all off-campus facilities. This responsibility covers everything from the construction of a new building to the relocation of an electrical outlet.

Any construction, renovation, or remodel project must follow construction guidelines. The process requires several layers of approval depending on the nature of the project, source of funds, and total estimated cost.

The bid limits for construction projects are $5,000 and $35,000 for sealed bid.

Always contact Procurement Services or Facilities Management for assistance in this type of request.

K.   **Procurement of Promotional Items**. Procurement Services frequently receives questions regarding the procurement of promotional items for distribution to employees, students, or the general public. Items requested range from pins, buttons and pens to tee shirts, sweatshirts, and plaques. Certain agencies, including ATU, have authorization to purchase items for promotional purposes by special language in the agencies appropriation acts. The use of these funds must be approved by the ATU Controller. The requestor is to contract the Controller's Office via email to request this approval.

Procurement of promotional items follows the same procurement rules as any other purchase request. The following are items that are NOT prohibited from procurement with state appropriated funds:

1.   Plaques for <u>student</u> achievements.

2.   Plaques for board or commission members upon termination of service on a board or commission.

3.   Promotional items specifically authorized by language in a state or federal grant.

4.   Items purchased, the cost of which is reimbursed by students.

L.   **Printing**. Printing is a service that requires special procurement procedures and is defined by ink applied to paper with a printing press. The production of digital copies does not constitute printing. These procedures are strictly governed by Arkansas Law and the Office of State Procurement. All printing regardless of dollar amount requires a

bid unless being performed by another state agency. The following steps should be used when requesting printing services:

1. If the request is being handled by a state agency, enter a requisition listing the state agency as the vendor and detailing the purchase in the line items of the requisition.

2. If the request requires a bid, enter a requisition leaving the vendor information blank, but listing a general description of the job and include an estimated dollar amount.

M. **Memberships.** Memberships are purchased using a P Card or check request submitted to Accounts Payable

N. **P Card Procurement** – Then Procurement Card is a Visa credit card issued by US Bank. PCards are used to purchase low dollar amount items, and to purchase from vendors that do not accept purchase orders. PCards are issued to employees with approval of the Department Directors, or College Deans and appropriate Vice Presidents. Purchases made on PCards must follow the Procurement Department policies and procedures. Monthly bank statements are reconciled by each cardholder, approved by the cardholder's supervisor. PCard logs along with the original receipts are submitted to Procurement Services. All PCard logs and receipts are audited by Accounts Payable and Procurement Services.

STATE OF ARKANSAS

**Department of Finance
and Administration**

OFFICE OF STATE PROCUREMENT
1509 West Seventh Street, Suite 300
Little Rock, Arkansas 72201-4222
Phone: (501) 324-9316
Fax (501) 324-9311
https://www.dfa.arkansas.gov/procurement

OSP Policies

Small Procurements – Practicable Competition – Split-Purchasing

When a purchase is relatively small, it is neither efficient nor cost-effective to expend a lot of time or money on the procurement process itself — especially where competitive prices can easily be found through an internet search. Arkansas Procurement Law gives agencies the discretion to purchase commodities and services that do not exceed the amount set in Ark. Code Ann. § 19-11-204(13)(A)(i), which is currently $20,000, without the need of formally soliciting bids or posting notice.[1] These are commonly called "small procurements."

Although formal posting of notice or solicitation of bids or proposals is not required for small procurements,[2] that does not excuse agencies from using competition or comparing competing prices.[3] On the contrary, Arkansas Procurement Law still requires competition to be used "to the maximum extent practicable."[4] In keeping with this mandate, it is the policy of the Office of State Procurement ("OSP") to encourage agencies to consider using electronic marketplace sites, such as Jet.com or Amazon Business, to search through a broad range of commodities from competing vendors to find the best value when making small commodity procurements. Such e-marketplace websites can streamline purchasing, make bargain hunting easy, help deliver savings to the State, and make procurement card ("p-card") spending information more available and transparent.[5]

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[1] *See* Ark. Code Ann. § 19-11-231(a).

[2] *See* Ark. Code Ann. § 19-11-204(13)(A)(ii) ("Small procurements may be procured without seeking competitive bids or competitive sealed bids.").

[3] *See* Ark. Code Ann. § 19-11-204(13)(A)(iii) ("However, competition should be used to the maximum extent practicable.").

[4] *Id.*

[5] OSP currently has an Amazon Business account that agencies can register to use in order to avoid any set up or annual membership fee and qualify for free delivery on many purchases. Any State p-card holder registered under the State account can take advantage of the wide selection and competitive pricing in the Amazon Business marketplace. Agencies who register under the State account will have immediate access to:

- Business Prime Shipping - complimentary free 2-day shipping on eligible Prime items with no order minimum

- Business Pricing and Quantity Discounts on millions of items

- Organizational control and oversight over small procurements – agency administrators can set spending limits and approval workflows to manage spending and track purchases with line item detail of every purchase tied to individual p-card holders for full accountability

- A specialized business-only Customer Service team

In order for your institution to be registered on the State's Amazon Business account, OSP will need to know who at your institution will be designated as the primary point of contact for setting up organizational structure and user enrollment. This person, working with OSP staff, will determine the administrative configuration of the account for your institution.

It is important to note that small procurement is only appropriate where the purchase price of the commodity or service falls within the small procurement range. Arkansas Procurement Law prohibits artificially dividing or splitting a single purchase that exceeds the small procurement threshold into multiple separate purchases that fall beneath the small procurement threshold in order to avoid competitive bidding, competitive sealed bidding, competitive sealed proposals, or other appropriate procurement method.[6] This is sometimes called "split-purchasing."

Whether a series of procurements constitute split-purchasing in violation of Arkansas Procurement Law will depend on the intent of the procurement official, which may be inferred from facts and circumstances surrounding the purchases. If a procurement official makes separate purchases of the same commodity or service over time, but can justify the purchases as reasonably being made separately in good faith and in the ordinary course based on attendant facts and circumstances (and not merely as a means of avoiding formal competitive solicitation), then the purchases are not prohibited. To illustrate, imagine an agency that needs four widgets. Based on her market research, the agency's hypothetical procurement official determines that purchasing four widgets will likely cost around $40,000.00. The agency has the budget to purchase all four widgets contemporaneously. In the ordinary course, the agency would purchase all four of the widgets that it needs. Because the anticipated purchase price exceeds the threshold for small procurement purchasing, it would violate Arkansas Procurement Law for the procurement official to avoid a single contemporaneous procurement of four widgets, and split it into two separate $20,000.00 purchases of two widgets in order to avoid competitive bidding. However, if the agency had two widgets that needed to be replaced and the procurement official issued a purchase order for two widgets under her small procurement authority, and subsequently learned later that month that the agency needed to procure two more widgets due to unforeseen circumstances, there would be a clear justification for purchasing the widgets separately through another small procurement. The key thing is that there has to be a good-faith justification, other than trying to avoid a procurement threshold, that explains why separate purchases are made of commodities or services that ordinarily would be handled by a single procurement.

In sum, use competition to the maximum extent practicable, even when making small procurements. Consider whether an e-marketplace can be an efficient and effective way of handling your agency's small procurements. Multiple small procurements are permitted where there is a sound justification other than avoiding formal competitive procurement. However, it is unlawful to break up a purchase into smaller ones to avoid formal procurement. Only use small procurement authority where warranted by the estimated cost of meeting your agency's known procurement needs at the time of purchase.

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[6] *See* Ark. Code Ann. § 19-11-231(b) ("However, procurement requirements shall not be artificially divided so as to constitute a small procurement . . . ."); Ark. Code Ann. § 19-11-234(d) ("Repeated small quantity procurements to circumvent the competitive bid limits or failure to obtain competitive bids without justification shall constitute a violation of these procedures and shall result in withdrawal of the state agency's competitive bid privileges.").

Furniture Purchasing Guide

Procurement Services

479-964-0583 ext. 3552

purchasing@atu.edu

This guide is designed to assist departments in purchasing new furniture using departmental funds. Every effort has been made to present economical options for the most frequently purchased items. All offerings included in this guide are on current Arkansas State and/or cooperative purchasing contracts. If your purchase requires special consideration such as matching existing furniture or if a piece of furniture must meet specific accommodation standards, please contact Procurement at 479-964-0583 ext. 3552.

Furniture Purchasing Process

1. Complete and submit the Furniture Request Form.
2. Procurement contacts you to discuss your needs and collect any additional required information.
3. Procurement contacts a furniture dealer on your behalf to begin working on a quote or to request that the dealer contact you directly to setup a site visit to the area being refurbished if the project requires such.
4. Procurement will obtain and forward a quote to you. From here it may be necessary for you to select fabrics and finishes if not already done so.
5. You will enter a requisition for the purchase making sure to match the quote line for line. Do not enter a multi-line quote as 1 lot.
6. Once the requisition completes the approval process it will be converted to a PO and the order will be placed by Procurement Services.

Important Points

- Furniture orders can take up to 10 weeks for delivery.
- Last day to purchase for end of fiscal year deadline on delivery is typically April 15.
- Custom fabric selections may lengthen deliver times.
- Departments are encouraged to follow the steps listed above for the most efficient purchase of the highest quality items for the dollar amount spent.

Office Furniture	
Task Seating	
Manufacturer	**Web Address**
Good: 9 to 5 Strata and Luna	Strata Luna
Better: HON Ignition and Nucleus	Ignition Nucleus
Best: XChair X1, X2 Humanscale Liberty	Liberty XChair
Case Goods	
Manufacturer	**Web Address**
Good: Office to Go and Global	https://www.officestogo.com/, https://www.globalfurnituregroup.com/
Better: HON and OFS	https://www.hon.com/desk-collections https://ofs.com/products/category
Best: Kimball	https://www.kimball.com/
Guest Seating	
Manufacturer	**Web Address**
Good: Offices to Go and 9 to 5	https://www.officestogo.com/ and https://9to5seating.com/
Better: HON and Lesro	https://www.hon.com/ https://www.lesro.com/
Best: KI Strive and Herman Miller Caper	https://www.ki.com/products/name/strive-stack-chair/ https://www.hermanmiller.com/products/seating/stacking-chairs/caper-stacking-chair/
Conference Tables	
Manufacturer	**Web Address**
Good: Offices to Go	https://www.officestogo.com/
Better Hon and Global	https://www.hon.com/ https://www.globalfurnituregroup.com/
Best: Kimball and KI	https://www.kimball.com/furniture/#APP=2&SORT=DEFAULT https://www.ki.com/products/category/tables/
Work Stations	
Manufacturer	**Web Address**
Good: Hon	https://www.hon.com/cubicle-collections
Best: KI and Kimball	https://www.ki.com/products/category/workspace-systems/ https://www.kimball.com/furniture/open-plan/traxx-tiles/

Lounge Furniture	
Manufacturer	**Web Address**
Good: Lesro and Hon	https://www.lesro.com/
Better: Eko	https://www.ekocontract.com/lounge-tables-seating
Best: Kimball and KI	https://www.kimball.com/furniture/#APP=3&SORT=DEFAULT https://www.ki.com/products/category/seating/lounge-seating/

Classroom Furniture	
Tables	
Manufacturer	**Web Address**
Good: Hon and Virco	https://www.hon.com/tables/training-tables https://www.virco.com/training
Better: National	https://www.nationalofficefurniture.com/products/by-type/tables#Learning
Best: KI and Kimball	https://www.ki.com/products/category/tables/multipurpose-tables/ https://www.kimball.com/furniture/#FURN=314&FSUB=60&SORT=DEFAULT
Chairs	
Good: Offices to Go and Virco	https://www.officestogo.com/products/models/stack-seating/stack-seating-series https://www.virco.com/sage-series-4-leg-stack-chair
Better: 9 to 5 and Hon	https://9to5seating.com/product/?size%5B0%5D=52 https://www.hon.com/chairs/stacking-nesting-chairs
Best: KI Strive and Herman Miller Caper	https://www.ki.com/products/name/strive-stack-chair/ https://www.hermanmiller.com/products/seating/stacking-chairs/caper-stacking-chair/

Ergonomic Tools (Keyboard trays, Monitor Arms, etc.)	
Manufacturer	**Web Address**
Better: ESI	https://www.esiergo.com/
Best: Humanscale	https://www.humanscale.com/products/

Banner Self-Serve Requisition Entry Manual

ARKANSAS TECH UNIVERSITY
Young Building East End
203 West O Street Suite 102
Russellville, AR 72801-2222

Prepared by

Procurement Services
purchasing@atu.edu
479-964-0583 ext 3554

Table of Contents

Travel Services Staff Members

NAME	TITLE	E-MAIL
Jessica Holloway	Director of Procurement and Travel Services	jholloway@atu.edu
Jennifer Warren	Asst. Director	Jwarren2@atu.edu
DeAnna Kile	Procurement Manager	dkile@atu.edu
Cindy Hubbard	Senior Buyer	chubbard@atu.edu
Tammy Rye	Contracts Coordinator	trye@atu.edu
Kristi Higgs	Purchasing Specialist	khiggs@atu.eu

CONTACT INFORMATION	PRIMARY LINE
Telephone	(479) 964-0583 ext. 3554
Fax	(479) 968-0633
Email	purchasing@atu.edu

CODE OF ETHICS

Procurement and Risk Management Services subscribes to the Code of Ethics developed by the National Association of Educational Procurement:

1.   Give first consideration to the objectives and policies of my institution

2.   Strive to obtain the maximum value for each dollar of expenditure

3.   Decline personal gifts or gratuities

4.   Grant all competitive suppliers equal consideration insofar as state or federal statute and institutional policy allows.

5.   Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentations.

6.   Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement or a sample of the product.

7.   Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing practices.

8.   Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier; and/or be willing to submit any major controversies to other third party review, insofar as the established policies of my institution permit.

9.   Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.

10.   Cooperate with trade, industry and professional associations and with govern-mental and private agencies for the purposes of promoting and developing sound business methods.

11.   Foster fair, ethical and legal trade practices.

12.   Counsel and cooperate with NAEB members and promote a spirit of unity and a keen interest in professional growth among them.

ELECTRONIC REQUISITION

GENERAL INFORMATION

Always check One Tech for messages regarding the Banner system before entering requisitions.

A requisition is only a request for a purchase. An official Purchase Order will be the authorized document used to place an order with a vendor. A requisition only reserves funds. Funds will not be encumbered until a purchase order is issued.

APPROVALS:

Requisitions from **grants** or **special funds** – *regardless of the amount* - require the approval of the Budget Office or the Office of the Vice President for Administration and Finance. These requisitions will be automatically forwarded to the appropriate area for approval BEFORE they are forwarded to Procurement.

Requisitions exceeding amounts set by the appropriate vice president will be forwarded by Procurement for approval by the appropriate vice president. *Procurement Services cannot process requisitions that have not been approved.*

CHANGES/CORRECTIONS TO REQUISITIONS:

Procurement Services cannot modify a requisition once it has been through the approval process (such as account number, increase/decrease quantity, add an item, etc). It will be necessary for the requesting department to cancel the requisition and issue another.

Also, any requisition that is "disapproved" will be canceled by Procurement. The requesting department will be notified of the cancellation.
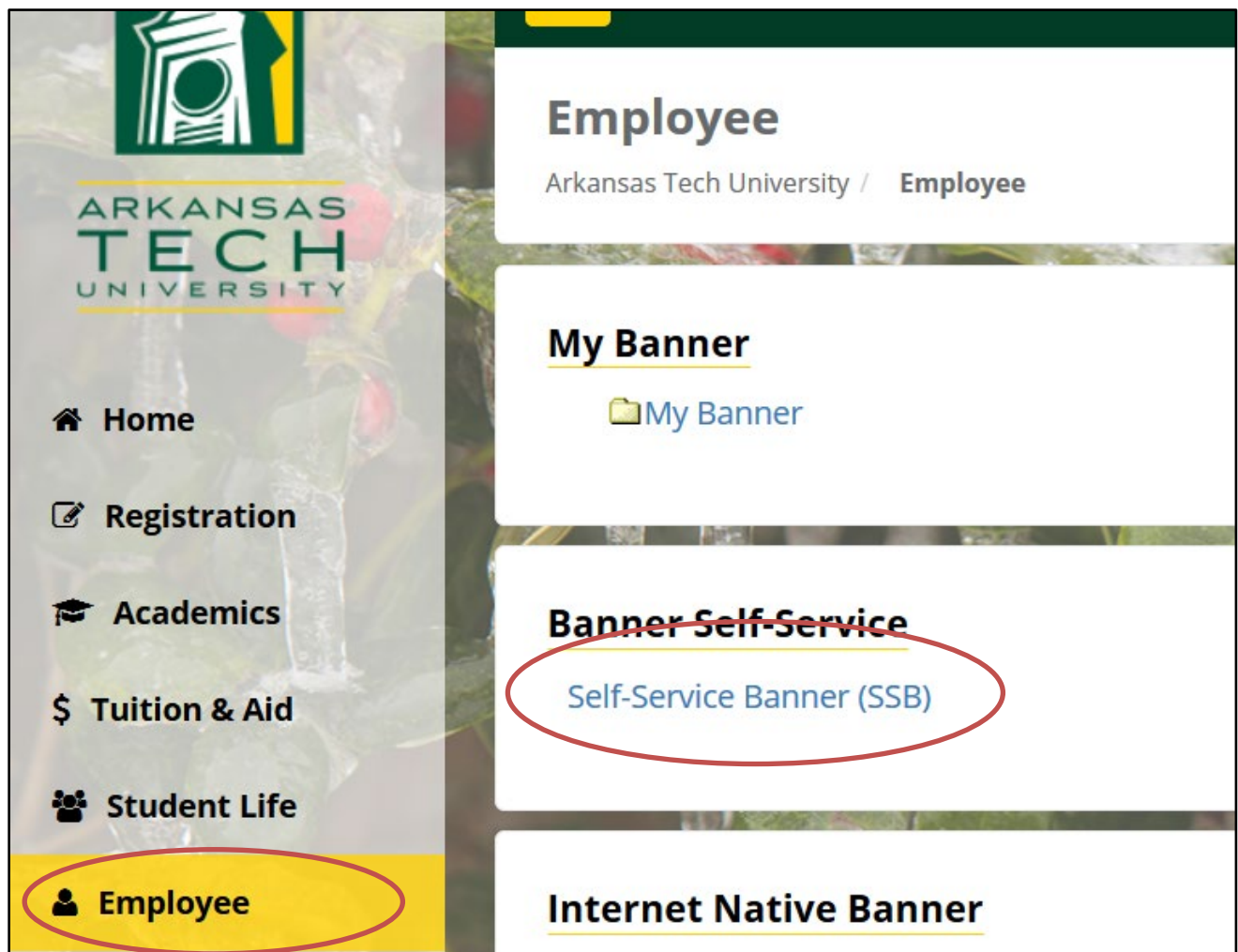
PURCHASE ORDERS:

As verification that an order has been placed, a DEPARTMENTAL COPY of the purchase order will be **e-mailed** to the requesting department. If you do not receive a copy of the purchase order within a reasonable time (three working days for regular orders and three weeks for bids), please contact Procurement.
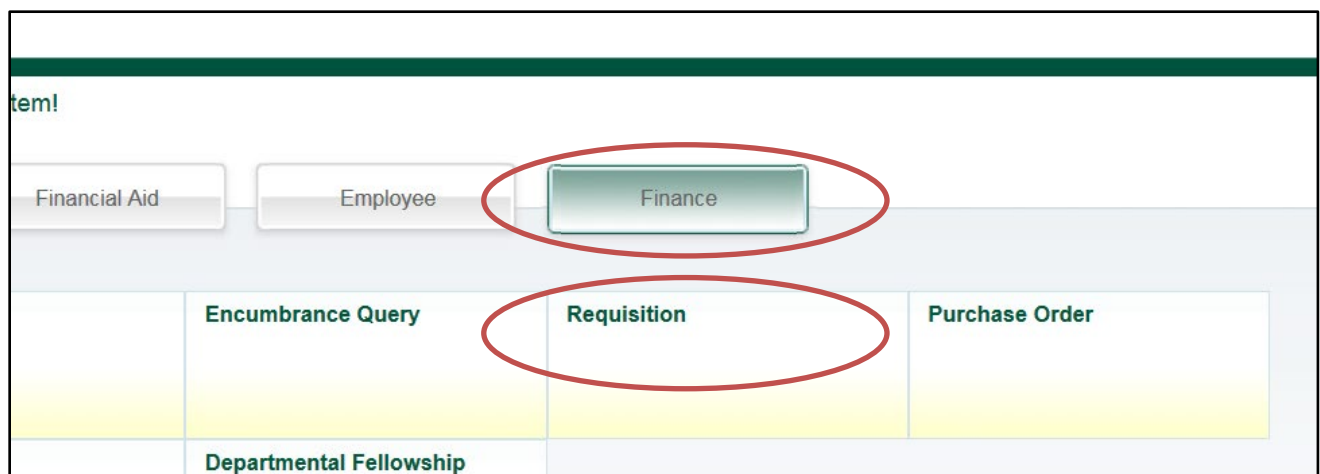
TRAVEL:

After any necessary approvals, requisitions for **travel** (account code 704100). Call 356-2034 for assistance or if you have questions relating to travel. See the appropriate section of this manual for additional instructions.

Accessing Requisition Form:

1. Login at https://lum5prodcas.atu.edu/cas-web/login?service=https%3A%2F%2Flum5prod.atu.edu%2Fc%2Fportal%2Flogin

2. Click the Employee tab and then Self Service Banner

3. Click the Finance tab and then Requisition

Requisition Form:

Note - The recommended ways of navigating through this form are using the "Tab" key or the mouse. Using the "Enter" key will result in errors in the form.

Note - Self Serve times out after one hour of inactivity. All information will be lost.

Requisition Form – Dates / Vendor ID:

1. Enter Delivery Date by using pull down menu:
   Delivery Date must be equal to or greater than the transaction date.

2. Enter Vendor ID in the field shown:
   - To search for Vendor ID go to Lookup Section
   - If a vendor is not in the system, a Request for New Vendor must be completed.

3. Click on Vendor Validate button:
   a. The following information should automatically fill in
      i. Address Type
      ii. Address Sequence *Note*
      iii. Chart of Accounts – (Required Field)
      iv. Organization – (Required Field)
      v. Ship Code – (Required Field)
      vi. Attention To

      Note - Vendor Address will default as sequence 1. To view vendor's alternative addresses, change the sequence number and click the Vendor Validate button.

   b. The following information will automatically fill in if data is in the Banner Finance System
      i. Vendor Contact
      ii. Vendor E-mail
      iii. Requestor Name
      iv. Requestor E-Mail
      v. Phone Information
      vi. Fax Information

4. Type any comments in the Comments field
   Note - Information entered in the Comments field will not print on the Requisition or Purchase order. If Purchasing needs the information, put it in a field that prints, such as Document Text.

5. To enter Document Text see next section

Requisition Form – Document Text:

Vendor ID	[ ]	[Vendor Validate]
Address Type	[ ]	Address Sequence [ ]
Vendor Contact	[ ]	Vendor E-mail [ ]
Requestor Name	[ ]	
Requestor E-mail	[ ]	
Phone Area	[ ]	Phone [ ] Ext [ ]
FAX Area	[ ]	FAX Number [ ] FAX Ext [ ]
Chart of Accounts	[ ]	Organization [ ]
Currency Code	None ▾	Discount Code None ▾
Ship Code	[ ]	Attention To [ ]
Comments	[ ]	**Document Text**

1. Click Document Text

Document/Commodity Text

Enter Document Text, Print:

[   ]

Enter Document Text, No Print:

[   ]

[Save]

[Exit document/item text page]

2. Type in top or bottom box
   a. Text in top box will print on Requisition. If you want Purchasing to see the text, enter it here.
   b. Text in bottom box will not print on Requisition

3. Click on Save button: [Save]

Requisition Form – Commodity:

Item	Commodity Code	Commodity Description	U/M	Quantity	Unit Price	Discount Amount	Additional Amount
1			None ▼				
2			None ▼				
3			None ▼				
4			None ▼				
5			None ▼				

[Commodity Validate]

Calculated Commodity Amounts

Item	Extended Amount	Discount Amount	Additional Amount	Net Amount
1				
2				
3				
4				
5				
Totals:				

1. Type In Commodity Description: [Commodity Description] *Required*

2. For additional item text, click on the number at the beginning of each line.
   - Type Text in the top box so that it will print on the Requisition
   - Click on Save button: [Save]

3. Select U/M (Unit of Measure) from the pull down menu: [None ▼] *Required*

4. Type in Quantity: [Quantity] *Required*

5. Type in Unit Price: [Unit Price] *Required*
   - Must have decimal point if cents are included
   - Do not type dollar signs ($) or commas (,)

6. [Discount Amount] -Do not use this field.

7. [Additional Amount] -Do not use this field.

8. Repeat steps 1-6 for Items 2 thru 5
   - If you have more than five (5) items, you will have to do multiple requisitions.

   Select "Another Requisition, Same Vendor." [Another Requisition, Same Vendor]

9. Click on Commodity Validate button: [Commodity Validate]

10. The Calculated Commodity Amounts will fill in automatically

Calculated Commodity Amounts

Item	Extended Amount	Discount Amount	Additional Amount	Net Amount
1				
2				
3				
4				
5				
Totals:				

Requisition Form – Accounting – Percents - Index:

When the Percents radial button is selected, the total Percent amount of the commodities listed above must equal the total Percent amount listed in the Accounting Column.

1. Click the Percent radial button

2. Type "T" in the Chart of Accounts Code in the field ☐ **Chart** *Required*

3. Type Index Code in the field ☐ **Index**
   (To search for code go to Lookup Section)

4. Click Validate button [Validate]
   - An error Message will appear ✖ Total of Accounting percents does not equal 100
   - Scroll back down to Accounting Section
   - This will populate the Fund, Orgn and Program
   - Index Code will no longer be displayed

5. Type Account in the field ☐ **Account** *Required*
   Remember, this is the old object code, with 70 in front
   (For questions about Account Numbers, call the Controller's Office at 968-0394)

6. Type in Percent Amount in Accounting Field ☐ **Accounting** *Required*
   - Total of Accounting Column must equal 100

7. Repeat Steps 2-6 until all accounting has been entered

8. Click Validate button again [Validate]

9. The message at the top of the form should read:
   ☑ Document Validated with no errors

10. Double check the Requisition once more for errors. Remember that once complete, Requisitions CANNOT be changed. Click Document Complete
    [Complete]

Requisition Form – Accounting – Dollars - Index:

When the Dollars radial button is selected, the total dollar amount of the commodities listed above must equal the total dollar amount listed in the Accounting Column.

1. Click the Dollar radial button

2. Type "T" in the Chart of Accounts Code in the field **Chart** ☐ *Required*

3. Type Index Code in the field **Index** ☐
   (To search for code go to Lookup Section)

4. Click Validate button [Validate]
   - An error Message will appear ⊗ Total of Accounting percents does not equal 100
   - Scroll back down to Accounting Section
   - This will populate the Fund, Orgn and Program
   - Index Code will no longer be displayed

5. Type Account in the field **Account** ☐ *Required*
   Remember, this is the old object code, with 70 in front
   (For questions about Account Numbers, call the Controller's Office at 968-0394)

6. Type in Dollar Amount in Accounting Field **Accounting** ☐ *Required*
   - Total of Accounting Column must equal Net Amount

7. Repeat Steps 2-6 until all accounting has been entered

8. Click Validate button again [Validate]

9. The message at the top of the form should read:
   ☑ Document Validated with no errors

10. Double check the Requisition once more for errors. Remember that once complete, Requisitions CANNOT be changed. Click Document Complete
    [Complete]

11. Do not click the Save and Process button.

Code Lookup Instructions

Code Look-Up is located at the bottom of the form. It allows you to search for a many things, including indexes, ship to addresses, and vendors. There are two ways to search, by code or by title

This is case sensitive. Always capitalize the first letter of names.

To search by Code, used when you only know part of the code:
1. Select "T" Chart of Accounts Code from pull down menu:
2. Select type from pull down menu:
3. Type in part of the Code followed by a %. If no part is known then type %.

   - Note: (%) is called a Wildcard
4. Select the Maximum Rows to Return from Pull-down Menu

   - Note – The amount of rows that will be shown can be adjusted by selecting a different number from the pull down menu
5. Click Execute Query button:
6. Results will appear at the top of the form. Make note of Code and scroll down to enter.

To search by Title, used when you only know part of the name:
1. Select "T" Chart of Accounts Code from pull down menu:
2. Select type from pull down menu:
3. Type in part of the Title followed by a %. If no part is known then type %.

   - Note: (%) is called a Wildcard
4. Select the Maximum Rows to Return from Pull-down Menu

   - Note – The amount of rows that will be shown can be adjusted by selecting a different number from the pull down menu
5. Click Execute Query button:
Results will appear at the top of the form. Make note of Code and scroll down to enter.

Ship To Codes

Ship Code	Department
VIPR	Academic Affairs
ACCT	Accounting Dept
ACTG	Accounting Office
ADVI	Advising/Registration Center
ART	Art Department
AGRI	Agricultural Dept.
ALUM	Alumni Office
DIRC	Athletic Director
BAND	Band and Choir
BSBM	Baseball Office
BEHV	Behavioral Science Dept.
BIOS	Biological Science Dept.
BRDT	Board of Trustees
BKST	Bookstore
RLBR	Brown Hall
BDGT	Budget Office
BUAD	Business & Economics
CPPL	Career Planning & Placement
CNTR	Center for Teaching & Learning
FOOD	Chambers Cafeteria
CSPL	College Student Personnel
COMS	Computer & Info Science
COSV	Office of Information Systems
CONT	Controller's Office
COUN	Counseling Center
CNLL	Center for Leadership & Learning
CURR	Curriculum Instruction
PSFT	Department of Public Safety
DVVP	Development Office
DISB	Disability Services
ELEG	Electrical Engineering
EAMT	Emergency Admin & Mgt
ENGL	English Dept.
FTBM	Football
FGNL	Foreign Language Dept.
GSDN	Graduate Studies
HLPE	Health & Physical Education
HRES	Human Resource

INMU	International Studies	
LEGL	Legal Counsel	
MATH	Mathematics Dept	
MCEG	Mechanical Engineering	
BKTM	Men's Basketball	
GLFM	Men's Golf	
MUSC	Music Dept	
NEWS	News Bureau	
NURS	Nursing Dept.	
OZARK	Ozark Campus	
RLPA	Paine Hall	
PRHO	Parks Recreation Hospitality	
PLANT	Physical Plant	
PHSC	Physical Science Dept	
BKPO	Post Office	
PRES	President's Office	
PBRL	Public Relations	
PURC	Purchasing Dept.	
KXRJ	Radio Station	
REGR	Registrar's Office	
RLDR	Residence Life	
STJN	Speech Theater Journalism	
INFO	Sports Information Director	
STAC	Student Accounts Office	
FINA	Student Financial Aid	
HLTH	Student Health Services	
STSV	Student Services Admin.	
RLNU	Nutt Hall	
TEST	Testing Center Operations	
RLTU	Turner Hall	
TV6	TV Station	
UPBD	Upward Bound Math & Science	
VPAF	VP Administration & Finance	
VPST	VP Student Services	
WARE	Warehouse	
BKTW	Women's Basketball	
CRCW	Women's Cross Country	
GLFW	Women's Golf	
SFTW	Women's Softball	
TENW	Women's Tennis	
VOLW	Women's Volleyball	
ATCC	Area Technical Career Center	

ARKA	Speech Theater
ADSV	Admin Services
Chaffee	Air Conditioning & Refridg
CMATCH	
CONST	Construction
CUST	Custodial
DEAN	College of Business
EDUC	College of Education
ELI	English Language
ETCH	Technology Center
FADV	
LIBG	
MUSG	Museum
NHDEAN	Biological Science Dept.
TRAIN	Sports Medicine
VETS	Veteran Services

Electronic Requisition Approval Training Manual

Procurement and Risk Management Services

479-968-0269

purchasing@atu.edu

www.atu.edu/purchasing

Updated April 2020

Table of Contents

Electronic Requisition Approval Process

The Electronic requisition approval process allows for procurement and travel requisitions to be approved efficiently using Banner Self Service. This manual details the steps necessary for approving and tracking requisitions through this process. Screenshots included were produced for testing purposes only and do not reflect actual personnel assignments. Proxy approvers are selected by approvers to complete approvals/disapprovals when the primary approver is unavailable. It is up to the approver and proxy to coordinate their work as both will receive notifications of requisitions waiting for approval. Please contact Procurement and Risk Management Services at 479.968.069 or purchasing@atu.edu with any questions. The steps below detail the process.

1. Requestor enters requisition.
2. Automatically forwarded to first approval queue. Approvers in that queue receive immediate email notification.
3. Reminder email notifications are sent out at 7 a.m. and Noon (12 p.m.) to all approvers who have pending requisitions. This includes proxies. Proxies are backup approvers.
4. Approver accesses Banner Self Service.
5. Approves or disapproves requisition.
6. **If approved** and additional approvals are required, the requisition is forwarded to the next queue and the approver for that queue receives an email notification.
7. This process continues until all approvals are granted or the requisition is disapproved.
8. Once all approvals are granted, the requestor receives an email notification that the requisition has been approved and it is forwarded to Procurement or Travel for evaluation and processing.
9. **If disapproved**, requestor receives email notification containing comments entered by disapprover and requisition is cancelled by Procurement or Travel.

Approval Limits

The approval limits listed below have been approved by the Executive Council and serve as the basis for approval routing

Approval Limits

Approved by the Executive Council and serve as basis for approval routing

Division	$1-$2,499.99	>$2,500-$4,999.99	>$5000-$49,999.99	>$50,000
Academic Affairs	Department Head	Dean	Vice President	President
Administration and Finance	Specific Area Director		Vice President	President
Advancement	Vice President			President
Athletics	Head Coach, Head Trainer, Sports Information Director	Athletic Director		President
Enrollment Management	Specific Area Director		Vice President	President
Ozark	Department Head	Chief Officer	Chancellor	President
President	Specific Area Director		Chief of Staff	President
Student Affairs	Associate Dean	Dean of Students	Vice President	President
Grant Funds-All grant funds will forward to Principal Investigator and Budget Office queues for approval prior to moving to the Department Head queue and so on.	Department Head	Dean	Vice President	President

Approval Process

Once a requisition is entered into Banner it is automatically forwarded to the first approval queue and once approved, from there it goes onto any additional queues required. The approval route it follows is determined by the dollar amount and FOAP (Fund Organization Account Program) information of the requisition. The approver listed on the first approval queue receives an email like the one below. If the requisition must travel through additional queues before final approval, notifications will be sent to those queue approvers when the requisition enters their specific queue.

Note to Requestors: Steps in requisition entry remain the same. No changes have been made to the SSB screen used for requisition entry.

Reminder notifications will be sent out twice daily at 7 a.m. and Noon (12 p.m.). Reminders will continue as long as there are requisitions awaiting approval/disapproval. It is not necessary to wait for the notification to approve/disapprove a requisition. Below is an example of one of these notifications.

Note to Approvers: Proxy approvers **will** also receive these same notifications. It will be up to the Approvers and Proxies to coordinate approval of these requisitions.

Step 1: Log into Self Service either via the Approve Documents link included in the email, or at https://onetech.atu.edu/cp/home/displaylogin. There are two ways you can access requisitions awaiting approval. The most reliable way is featured below. The other access option is detailed on page 12.

From: no-reply@atu.edu [mailto:no-reply@atu.edu]
Sent: Friday, June 07, 2019 8:56 AM
To: Deanna Kile <dkile@atu.edu>
Subject: Electronic Requisition Approval

A requisition is awaiting your approval!

Dear **Deanna M. Kile**,

A requisition created by **Tammy L. Rye** is now requiring your approval as of **08:56 AM** on **06-07-19**

The details about the requisition are listed below:

Requisition Number: **R0134497**
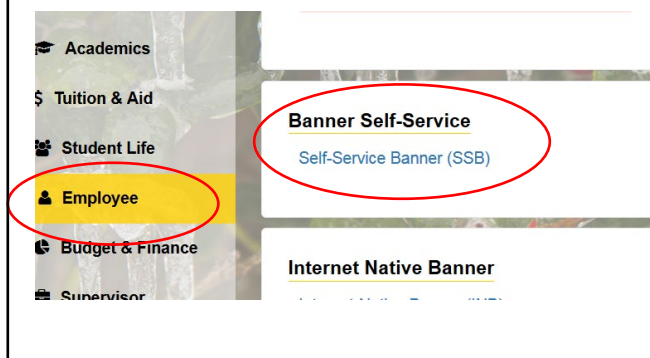Originator: **Tammy L. Rye**
Amount: **$ 218.00**
Cost Center:

Sample Email

Index	Fund	Org	Account	Program	Percent
AFFOOD	152000	325000	703997	350000	100

Vendor: **Compass Group USA Inc (T01000546)**
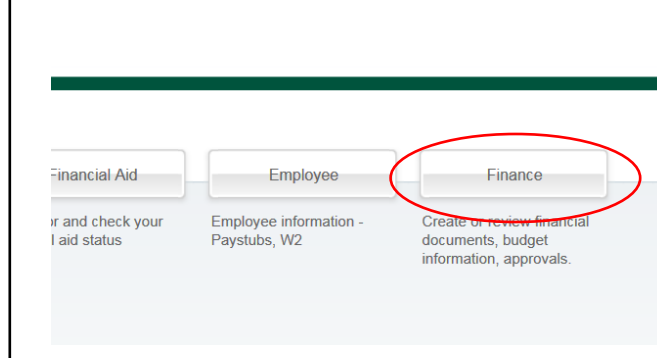
Please login to the Approve Documents section of electronic requisitions located on the Finance tab in Self-Service and respond accordingly.
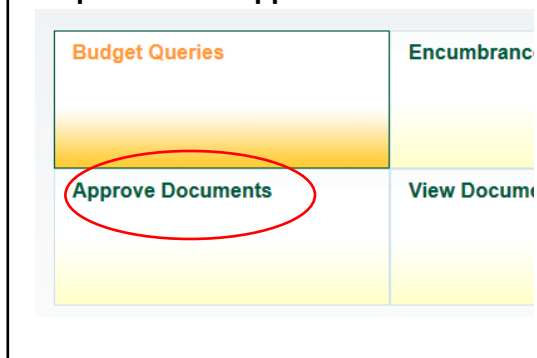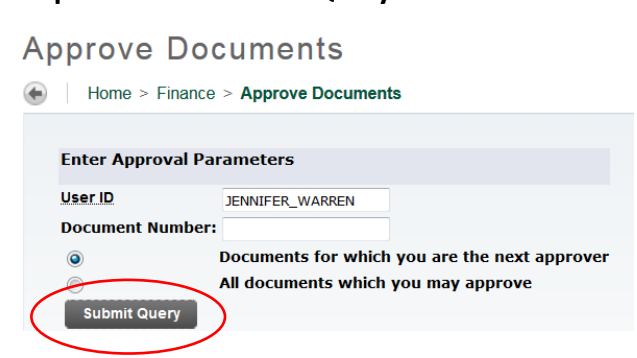
Step 2: Click on the **Employee** link

Step 3: Click on the **Finance Tab**

Step 4: Click on **Approve Documents**

Step 5: Click on **Submit Query**

Note to Approvers: It's important to ensure that you select the **Next Approver** link rather than the All Documents link. Selecting the All Documents link will display requisitions that may not have received approval from lower level queues. Should a requisition be missing from your approval queue, please contact the requestor to inquire about the status of the requisition.

This screen will display upon clicking **Submit Query**.

From here you can see an overview of the requisition such as the

1. Person who entered the requisition.

2. Total dollar amount.

3. Requisition Number-Click on the **blue requisition number hyperlink** to display the requisition contents. An example of this information is pictured on the following page.

4. Approval History Link-Click on the **blue History hyperlink** to display (1) who has already approved this document, (2) who is required to approve this document or (3) who is able to approve this document (if multiple approvers are assigned.)

5. Links to Approve/Disapprove

Step 6: Click the blue requisition number hyperlink to view the details of the requisition.

This is an example of a Procurement requisition. Travel requisitions may vary slightly.

Requisition Header

Requisition	Order Date	Trans Date	Delivery Date	Print Date	Total
R0134461	May 24, 2019	May 24, 2019	May 24, 2019		5,385.96

Origin:	BANNER				
Complete:	Y	Approved:	N	Type:	Procurement
Cancel Reason:				Date:	
Requestor:	Kristi Higgs		370000	Purchasing	
Phone Number:	479-968-0269				
E-mail:	khiggs@atu.edu				
Accounting:	Document Level				

Ship to:	Procurement and Risk Management Services
	203 West O Street
	Young Bldg Suite 101
	Russellville, AR 72801
Attention:	Cindy Hubbard
Contact:	Cindy Hubbard
Phone Number:	479-968-0269

Vendor:	T01000027	Burris Inc
	PO Box 309	
	113 S Arkansas Ave	
	Russellville, AR 72801-5006 United States of America	
Phone Number:	479-968-4888	
Fax Number:	479-968-4937	

Document Text:	Quote 123456789
	5 Cherryman L Desks, Mocha Cherry
	5 Cherryman Hutch w/ doors and tackboard

Requisition Commodities

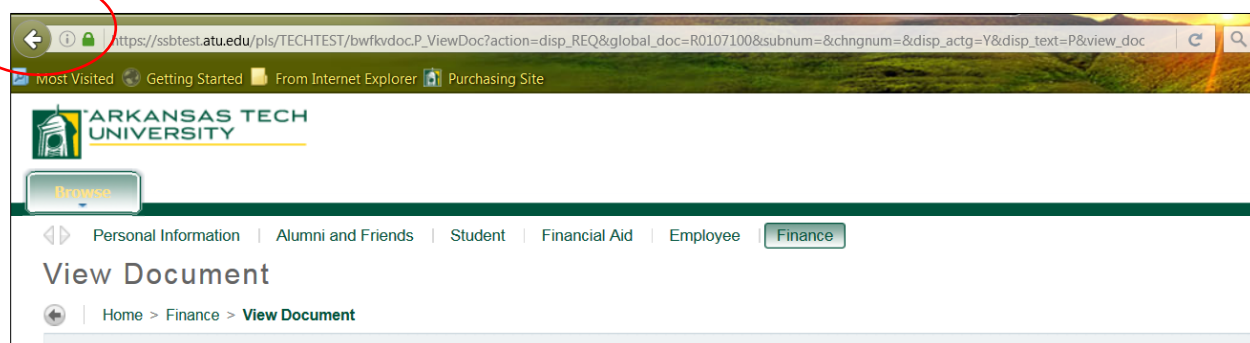| Item	Commodity	Description	U/M	Qty	Unit Price	Ext Amount	
				Disc	Addl	Tax	Cost
1		Cherryman Desk	EA	5	689.19	3,445.95	
				0.00	0.00	310.14	3,756.09
2		Cherryman Hutch	EA	5	279.06	1,395.30	
				0.00	0.00	125.57	1,520.87
3		Delivery	EA	1	100	100.00	
				0.00	0.00	9.00	109.00
					Total:	5,385.96	

This section details each item listed on the requisition along with the unit price, extension amount, tax and total cost.

Requisition Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Susp	NSFOvr	Susp	Amount
1	T	19	AFFOOD	152000	325000	703916	350000				N	N	N	5,385.96
Total of displayed sequences:														5,385.96

✔ No Related Documents Available

To access the Approve Documents section again, **click the browser back button**. Clicking any other button will result in being directed to the menu screen and you will have to navigate to the Approve Documents screen from there.

Step 7: Clicking the blue **History** link displays the history of approvals for the requisition.

Requistion Approval History

1. Document Identification lists the requisition number and requestor

2. Approvals required list any approval queues that have not approved the requisition.

3. Approvals recorded list any approvals queues that have approved the requisition. In our example this requisition is awaiting approval from the VP Admin and Finance queue, and has received approval from the Area Supervisor.

To navigate back to the approval document page, click the back arrow on your browser.

Approving a Requisition

Step 8: Click on the **Approve** hyperlink.

The screen below is displayed.

From here you can:

1. The **Comment** field will automatically be populated with the text shown above, but you are welcome to supplement or replace that standard text with a customized message.

2. Click **Approve Document** to approve the requisition. Once approved it will be removed from your list awaiting approval and you will no longer receive reminder notifications for this requisition.

3. Click **Cancel** to return to the requisition list awaiting approvals without approving this requisition.

Once approved the screen below will be displayed and the requisition will advance to the next queue, if applicable. Clicking **Continue** will take you back to the Approve Documents screen where you may review other waiting requisitions.

Browse

Personal Information | Student | Financial Aid | Employee

Document Pending Approval

| Home > **Document Pending Approval**

✔ Document R0134461 has your approval.

Continue
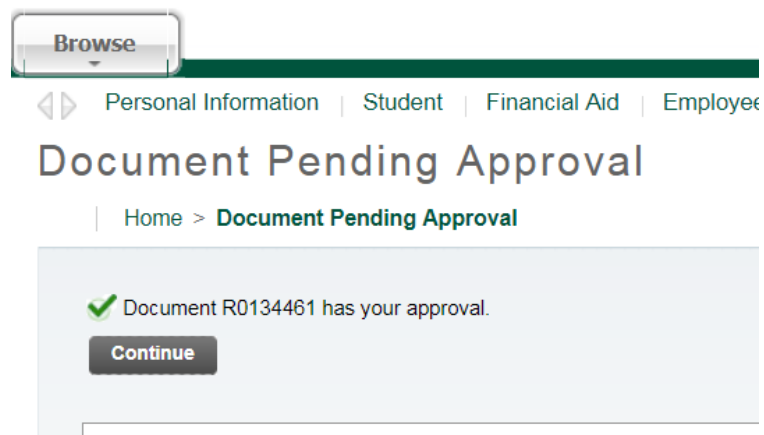
If your approval is the final approval necessary, the **requestor** will receive an email like the one below and the requisition will forward to Procurement or Travel for PO assignment and processing.

From: no-reply@atu.edu <no-reply@atu.edu>
Sent: Friday, June 7, 2019 8:59 AM
To: Tammy Rye <trye@atu.edu>
Subject: Electronic Requisition Approval

Sample Email

Your requisition has been given the final approval!

Dear **Tammy L. Rye**,

Your requisition has been given the final approval on **06-07-19** at **08:58 AM**

The details about the requisition are listed below:

Requisition Number: **R0134496**
Amount: **$ 52,000.00**
Cost Center:

Index	Fund	Org	Account	Program	Percent
SVRLMS	153000	434550	704100	350000	50
SVRLNU	153000	435100	704100	350000	50

Vendor: **Compass Group USA Inc (T01000546)**
Approved By: **Cynthia R. Hubbard**
Comment(s):

Date/Time	Commenter	Comment
06-JUN-19 04:32 PM	Jennifer K. Warren	This document has been approved.
06-JUN-19 10:23 AM	Deanna M. Kile	This document has been approved.
07-JUN-19 08:15 AM	Nathan L. Kraft	This document has been approved.

Denotes 50/50 split of requisition total between the indexes.

Approvals received prior to moving to this approval queue.

Disapproving a Requisition

Step 9: Click the blue **Disapprove** link.

Approve Documents

| Home > Finance > **Approve Documents**

Select the Document Number link to display the details of a document. Select the History link to display the approval history of the document. Select the Approve link,

Queried Parameters

User ID	JENNIFER_WARREN	Jennifer Warren
Document Number:		
Documents Shown:	All	

Approve Documents List

Next Approver	Type	NSF	Change Seq#	Sub#	Originating User	Amount	Queue Type	Document	History	Approve	Disapprove
	REQ				KRISTI_HIGGS	5,271.53	DOC	R0134462	History	Approve	Disapprove

Disapprove Document

| Home > **Disapprove Document**

Document Information

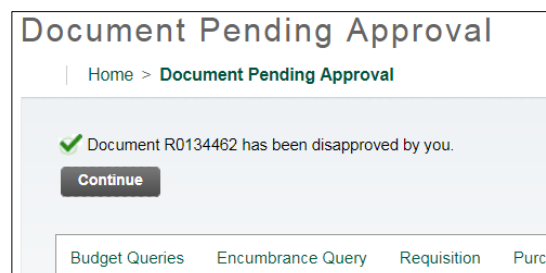| Document Number:	R0134462	Type:	REQ
Change Seq#		Sub#	
Amount:	5,271.53		

C͟   pproval has been denied.

1.

2.

3.

Disapprove Document   Cancel

See next page for details.

From here you can:

1. Enter a message for the requestor. The **Comment** field will automatically be populated with the text shown above, but you are welcome to supplement or replace that standard text with a customized message.

2. Click **Disapprove Document** to disapprove the requisition. Once disapproved it will be removed from your list awaiting approval and you will no longer receive a reminder notification for this requisition.

3. Click **Cancel** to return to return to the requisition list awaiting approvals. Once disapproved, the requestor and Procurement will receive an email notification (pictured next page) and Procurement or Travel will delete the requisition.

Document Pending Approval

| Home > **Document Pending Approval**

✔ Document R0134462 has been disapproved by you.

Continue

Budget Queries   Encumbrance Query   Requisition   Purc

A Requestor may disapprove his/her own requisition. This would be used in cases where a requisition needs to be redone due to error or a decision has been made to not proceed with the purchase or travel. (See queue errors page 13) Should it be cancelled due to a decision change, the requestor should contact the next approver to notify of the removal of the requisition from the approval process.

From: no-reply@atu.edu <no-reply@atu.edu>
Sent: Friday, June 7, 2019 8:57 AM
To: Tammy Rye <trye@atu.edu>
Subject: Electronic Requisition Disapproval

Sample Email

Your requisition has been disapproved!

Dear **Tammy L. Rye**,

Your requisition has been disapproved on **06-07-19** at **08:57 AM**

The details about the requisition are listed below:

Requisition Number: **R0134497**
Amount: **$ 218.00**
Cost Center:

Index	Fund	Org	Account	Program	Percent
AFFOOD	152000	325000	703997	350000	100

Vendor: **Compass Group USA Inc (T01000546)**
Disapproved By: **Tammy L. Rye**
Comment(s):

Date/Time	Commenter	Comment
07-JUN-19 08:57 AM	Tammy L. Rye	Approval has been denied.

Additional Way to Access Approvals

From OneTech select Budget & Finance. Click **Next Approver**. This will take you to the Approve Documents section of Banner Self Service where requisitions requiring your approval are listed.
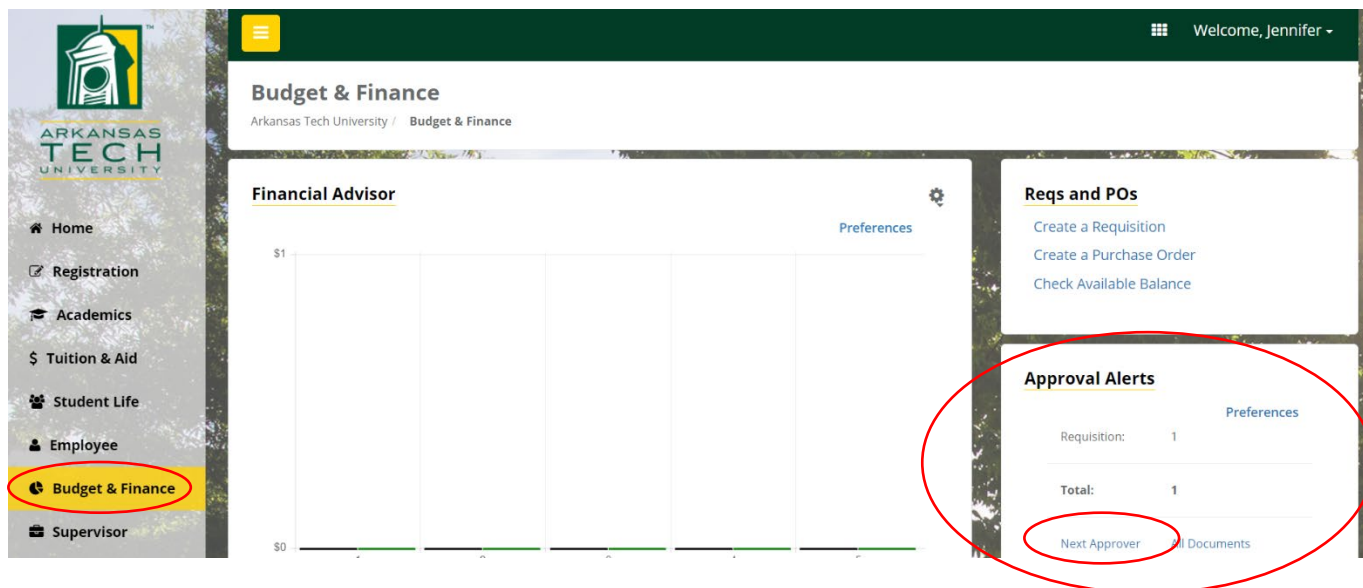
Viewing Status of Requisition through View Documents

The View Documents link in Self Service Banner may be used to view the details of a specific requisition and its approval history. In this example all approvals have been obtained. Should that not be the case, any required approvals will be listed in Approval History. (See page 8)
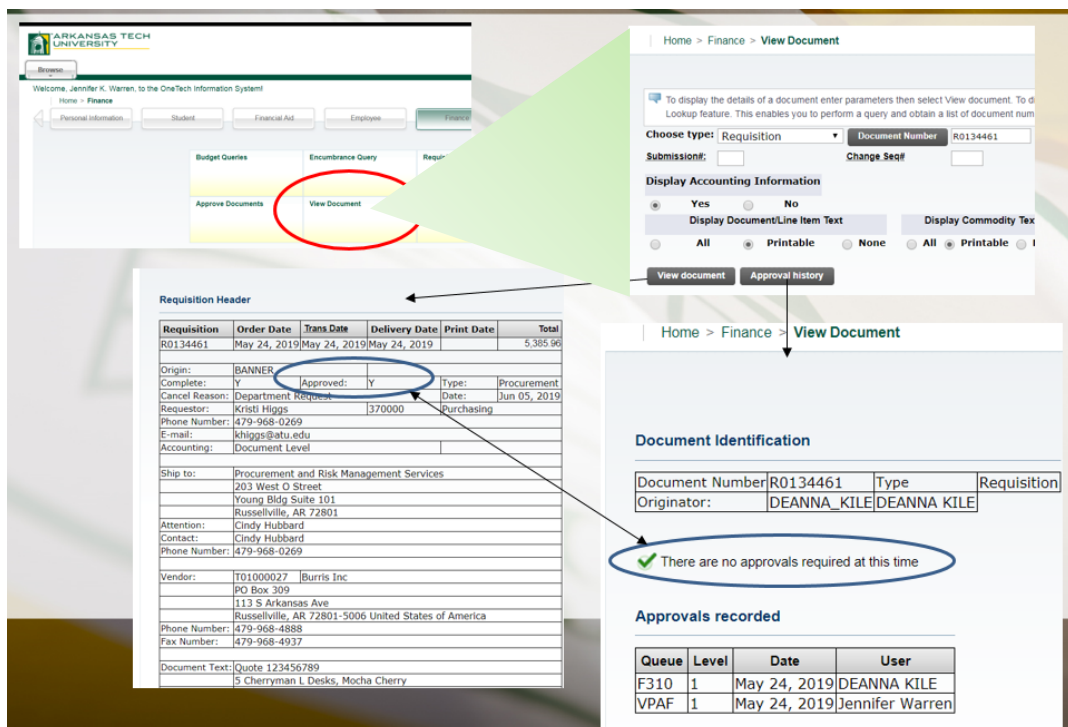
Approval Process Errors

Occasionally a requisition may encounter an error while traveling through the approval process. Should this happen the requestor will be notified by receiving one of three emails depending on the cause of the error. The instructions listed in these emails must be followed to begin the process to correct the error and obtain a completed requisition. Examples of these emails are on the following pages.

From: no-reply@atu.edu <no-reply@atu.edu>
Sent: Wednesday, June 5, 2019 4:36 PM
To: Tammy Rye <trye@atu.edu>
Subject: Electronic Requisition Disapproval

Sample Queue Error Email 1

Your requisition has been disapproved!

Dear **Tammy L. Rye**,

Your requisition has been disapproved on **06-05-19** at **04:35 PM**

The details about the requisition are listed below:

Requisition Number: **R0134490**
Amount: **$ 545.00**
Cost Center: **241025 241025 215600 703997 202000 100%**
Vendor: **Compass Group USA Inc T01000546**
Disapproved By: **Jennifer K. Warren**
Comment(s):

Date/Time	Commenter	Comment
05-JUN-19 04:35 PM	Jennifer K. Warren	This requisition has failed the approval process and as a result has been deleted. Please complete the following steps to correct the error and obtain a completed requisition. 1. Verify that the Index you are using is correct. 2. If you find you have made an error in keying the index, enter another requisition using the correct index. 3. If your index does not contain a keying error, report the problem to budget@atu.edu. Budget will remedy the error and notify you when you may enter another requisition. Please contact Procurement Services at 479-968-0269 with any questions. Thank you

From: no-reply@atu.edu <no-reply@atu.edu>
Sent: Monday, June 3, 2019 10:30 AM
To: Kristi Higgs <khiggs@atu.edu>
Subject: Electronic Requisition Approval

An unapproved requisition needs your attention!

Sample Queue Error Email 2

Dear **Kristi L. Higgs**,
The following requisition is unapproved and requires your attention:

Requisition Number: **R0134471**
Originator: **Kristi L. Higgs**
Amount: **$1,853.00**
Cost Center: **AFFOOD 152000 325000 703355 350000 100%**
Queue ID:
Vendor: **Cooper Band Instrument Repair Inc (T01007551)**

This requisition has encountered an error in the approval process. Please login to the Approve Documents section of electronic requisitions located on the Finance tab in Self-Service and disapprove the requisition. Once the requisition has been disapproved, please report this problem to budget@atu.edu. Budget will remedy the error and notify you when you may resubmit this requisition.
For more information concerning this email, please contact the Procurement & Risk Management Services at 479-968-0269 or email us at purchasing@atu.edu.

Your requisition has been disapproved!

Dear **Kristi L. Higgs**,

Your requisition has been disapproved on **02-24-20 at 09:26 AM**

The details about the requisition are listed below:

Sample Queue Error Email 3

Requisition Number: **R0134567**

Amount: **$ 2,725.00**

Cost Center:

Index	Fund	Org	Account	Program	Amount	Percent
AFFOOD	152000	325000	703997	350000	2,725.00	100

Vendor: **Compass Group USA Inc (T01000546)**

Disapproved By: **Deanna M. Kile**

Comment(s):

Date/Time	Commenter	Comment
24-FEB-20 08:42 AM	Nathan L. Kraft	This document has been approved. Hello, NSF queue. NLK
24-FEB-20 09:26 AM	Deanna M. Kile	Approval has been denied. This requisition has failed the approval process due to insufficient funds in the selected index and corresponding budget and as a result has been deleted. Please complete one of the following steps to correct the error and obtain a completed requisition. 1. Select another index with enough available funds in the budget and complete the requisition using that index, or 2. Request a budget transfer into the original index and after you have verified that the transfer is complete, complete a requisition. For information on how to view available funds in budgets that are assigned to your department please contact the Budget Office at budget@atu.edu or 479-964-0821. Please contact Procurement Services at 479-968-0269 with any other questions. Thank you

Helpful Hints

For Requestors

1. Use clear and concise commodity descriptions, item and document text to allow for the approver to evaluate your requisition.
2. Track your requisition approvals via View Documents.
3. Reach out to the next approver or proxy to facilitate the approval if necessary.
4. Remember-Procurement and Travel cannot access requisitions until all approvals are obtained or requisition is disapproved.
5. If you need to remove your requisition from the approval process, you must disapprove it.
6. Read your notification emails closely as there is a contingency plan is in place for approval queue errors and your action may be necessary.
7. You can set an Outlook rule up to manage the incoming notification emails.

For Approvers

1. Monitor your email inbox for approval notifications.
2. Respond to approval requests promptly. Failure to do so will hinder efficiency of the procurement process.
3. Coordinate with your proxy to facilitate approval duties.
4. Select Documents for which you are next approver on Approve Documents screen.
5. You can set an Outlook rule up to manage the incoming notification emails.
6. Give the requestor a call if a requisition you have received notice to approve a requisition that does not exist in your queue. It may have been removed by the requestor.

Additional Resources

Online Training Videos and Materials are available at
https://www.atu.edu/purchasing/facultystaff.php#Training.

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

Jessica Holloway
Director

Jennifer Warren
Assistant Director

DeAnna Kile
Procurement Manager

Cindy Hubbard
Buyer

Tammy Rye
Contracts Coordinator

Kristi Higgs
Purchasing Specialist

Procurement Guidelines
for
FACULTY & STAFF

ATU™

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 <u>or</u> minority owned business[b] up to $40,000 <u>or</u> Existing Contract[c].

More than $75,000 → Purchase Order **and** Sealed bid or Request for Proposal to be issued by Procurement <u>or</u> minority owned business up to $40,000 <u>or</u> 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 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 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.

ATU 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 Requistion	Travel Requisition
Entered for goods and services needed for departmental operations.	Entered for expenses related to University travel.
Commodity code is *never* used.	Requires *commodity code* 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 requistion.
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 *account code* 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 @, #, %, &, /, _.	