

Arkansas Tech University

Procurement Fundamentals

purchasing@atu.edu or 479-964-0583 ext. 3554

www.atu.edu/purchasing

- ❑ 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.

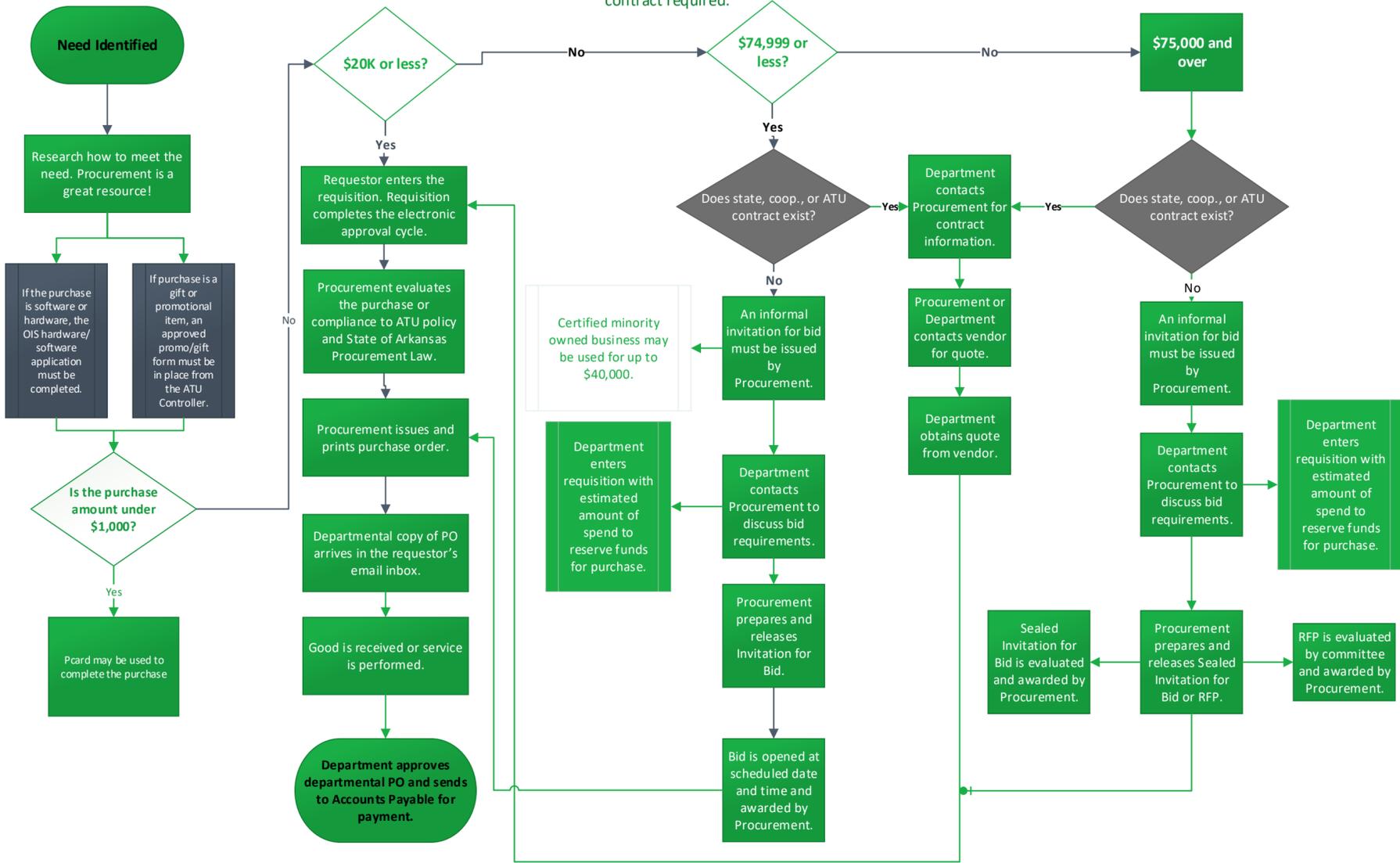
These rules are for your protection!

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^a to be issued by Procurement or minority owned business^b up to \$40,000 or Existing Contract^c.

More than \$75,000



Purchase Order

and

Sealed bid or Request for Proposal to be issued by Procurement or 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.

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



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.

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.



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!

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 accurate 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=a747eeda10429061323c0b5d14a4937fe24fde503ea79cf9cf72a09b0d8f2434&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 student 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

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.

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/

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>never</i> used.	Requires <i>commodity code</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>account code</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 @, #, %, &, /, -.	

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.

ATUTM

ARKANSAS TECH
UNIVERSITY

**Banner Application Navigator Procurement Requisition Entry
Manual**

Business Services
purchasing@atu.edu
479-968-0269

OVERVIEW

Online Requisitioning. Procurement requisitions are detailed in this manual. See **Travel Requisition Entry Manual** for Travel requisition entry details.

Creating

The requisition form consists of several forms. The **Requisition Form FPAREQN** is used to initiate the procurement process and to define the header information, requestor, commodity data, accounting data, balancing/completion data, and various other optional data screens. It is on the Requisition Form that you enter the items and accounting distributions for a procurement requisition.

Querying

The **Requisition Query Form FPIREQN** serves as a companion query form for the **Requisition Form FPAREQN**. It is on the Requisition Query form that you query information about the requisition in Banner.

Procurement Text Entry

Use the Procurement Text Entry Form **FOAPOXT** to enter text at the Header level or Commodity level. Select 'Procurement Text' from the 'Option' menu and perform a 'Next Section' to access the Text Field. This form is used to communicate information to a buyer pertaining to the requisition or to add information to print on the purchase order for the vendor.

Accounting

Document Level Accounting is the default for all new requisitions. Document Level Accounting enables you to assign account distributions at the document level, rather than to specific line items. For a large document, which you may charge entirely to one or more accounting distributions, this means you only have to enter the distribution(s) once per document, instead of for each commodity record. The system expects and manages accounting distributions for the document in total

I. THE REQUISITION ENTRY FORM – FPAREQN – Quick Reference

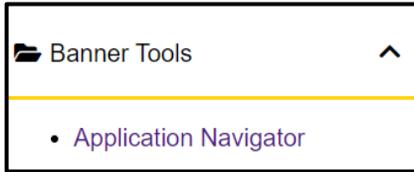
The **Requisition Entry form FPAREQN** contains six blocks of information. The table below shows the six information blocks with the corresponding information needed for each.

1. Requisition Number SECTION (Key Information Block)	There are three options:
---	--------------------------

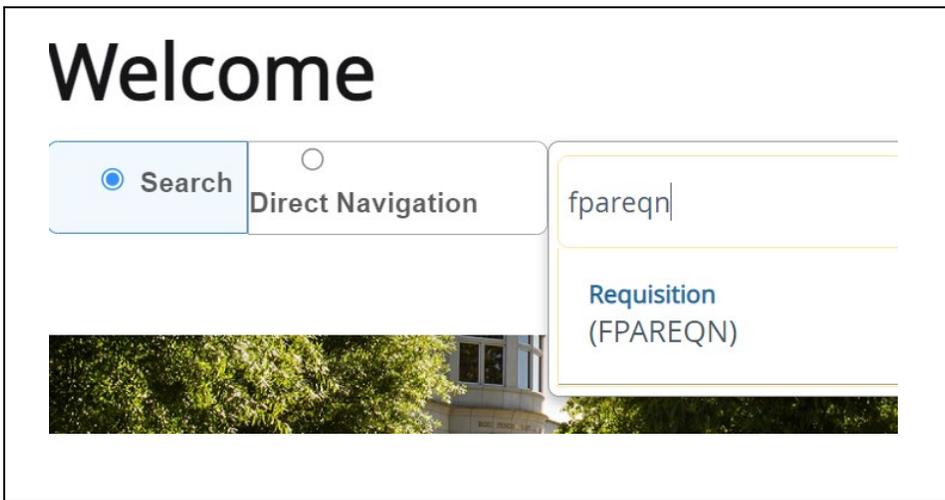
	<ul style="list-style-type: none"> • Click on the Next SECTION button for a new requisition. Banner will assign a new requisition number after the vendor is chosen • Use the COPY feature to create a new requisition from an existing one. • Key in the number of an incomplete requisition.
2. Requestor/Delivery SECTION	<p>Enter three things:</p> <ul style="list-style-type: none"> • Requested delivery date. Your travel date can be used. • Org number (if different from default) • Ship To Code
3. Vendor SECTION	<p>Enter the correct vendor code, if known, or search  (FTIIDEN) to locate. If the vendor that you need is not in the system, please complete a Request for New Vendor Form or contact Procurement.</p>
4. Commodity SECTION	<p>Enter the following information:</p> <ul style="list-style-type: none"> • Leave the commodity code blank for all Procurement requisitions. Commodity code is only used for Travel requisitions and is always 704100.
5. Accounting SECTION	<p>Most of the data will populate these fields based on the user's security profile. The Account Code will always have to be entered. Change other data as necessary.</p>
6. Balancing/Completion SECTION	<p>There are two choices to consider:</p> <ul style="list-style-type: none"> • Completion – this will send the Requisition to the approval process. • In Process – Do not use the In-Process option for your entry.

REQUISITION PROCESSING

Open Application Navigator located under Banner Tools on OneTech.



Navigate to the **Requisition** form **FPAREQN** either through the Banner main menu or by typing **FPAREQN** in the **Direct Access** field. **FPAREQN** begins the procurement process by defining an internal request to acquire goods or services. It enables you to define departmental needs by identifying the requestor, vendor, commodity, and accounting information.



There are three Options from the Requisition Form. Click **NEXT SECTION**  located at the bottom left corner of the screen to create a new requisition number, enter a current requisition number to modify an incomplete requisition or click the **COPY** icon to create a new requisition from an existing one.

✕ @ellucian Requisition FPAREQN 9.3.24 (PROD)
 ADD RETRIEVE RELATED TOOLS 🔔

Requisition: *** Copy Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

The bell located at the top right corner of the screen will alert you to any errors encountered while entering a requisition. Pay close attention to any messages displayed here. The most frequent may be an NSF (Not Sufficient Funds) message which indicates that there is not sufficient budget to process your requisition. If you see this message, **stop and proceed only after a budget transfer has been completed to fund the FOAP.**

II. Creating a Requisition FPAREQN

Requisition Entry: Requestor/Delivery Information FPAREQN

Most of the fields on the **Requestor / Delivery** form will automatically populate based on the user's security profile. The **'Delivery Date'** must be completed. Use **TAB** to navigate through the form.

Requisition: NEXT Start Over

REQUISITION ENTRY: REQUESTOR/DELIVERY
Insert Delete Copy Filter

Requisition	NEXT	Comments	<input type="text"/>	<input type="checkbox"/> In Suspend
Order Date *	01/11/2023	Commodity Total	0.00	<input type="checkbox"/> Document Text
Transaction Date *	01/11/2023	Accounting Total	0.00	
Delivery Date *	<input type="text"/>			<input checked="" type="checkbox"/> Document Level Accounting

Requestor/Delivery Information Vendor Information Commodity/Accounting Balancing/Completion

REQUESTOR/DELIVERY INFORMATION
Insert Delete Copy Filter

Requestor *	Jennifer Warren	Street Line 2	203 West O Street
Organization *	370000 Purchasing	Street Line 3	
COA *	T Arkansas Tech University	Contact	Cindy Hubbard
Email	jwarren2@atu.edu	Attention To *	Cindy Hubbard
Phone Area Code	479	Building	Young Bldg
Phone Number	9640583	Floor	Suite 101
Phone Extension	3552	City	Russellville
Fax Area Code		State or Province	AR
Fax Number		Zip or Postal Code	72801
Fax Extension		Nation	
Ship To *	PURC	Area Code	479
Street Line 1	Procurement and Risk Management Services	Phone Number	9680269
		Extension	

SAVE

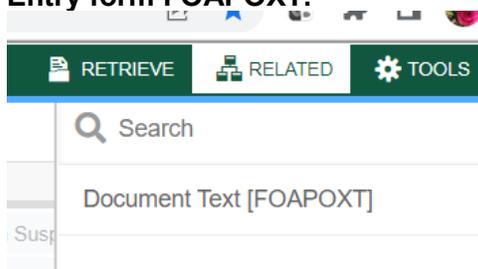
- Order Date:** REQUIRED. Today's date automatically defaults.
- Trans. Date:** REQUIRED. Today's date automatically defaults.
- Delivery Date:** REQUIRED. Enter a realistic delivery date that the commodities on this requisition are to be delivered. If the delivery date is in the same month as the Order Date, you can enter just the day and press the TAB key to complete the date. The date must be reasonable and the same or later than the transaction date. The Delivery Date must be entered in a **MMDDYY** format.

4. **Requestor Field:** REQUIRED. Enter the requestor's name. Defaults to user based on security profile.
5. **COA Code:** REQUIRED. Chart 'T' will default, which is for Arkansas Tech University.
6. **Organization Code:** REQUIRED. Defaults based on user's security profile, or enter the **Organization code** number, if known, and **Tab** to populate the field.
7. **Email:** Enter your email address if not automatically populated.
8. **Phone:** Enter your telephone number if not automatically populated.
10. **Ship to:** REQUIRED This is the code representing the physical location for delivery. Enter the correct 'Ship To' code, if known, or request a list by clicking the Search icon to locate another. If this information needs to be updated, call or email Procurement.
11. **Attention To:** REQUIRED. If blank, enter the name of the department requesting the purchase.

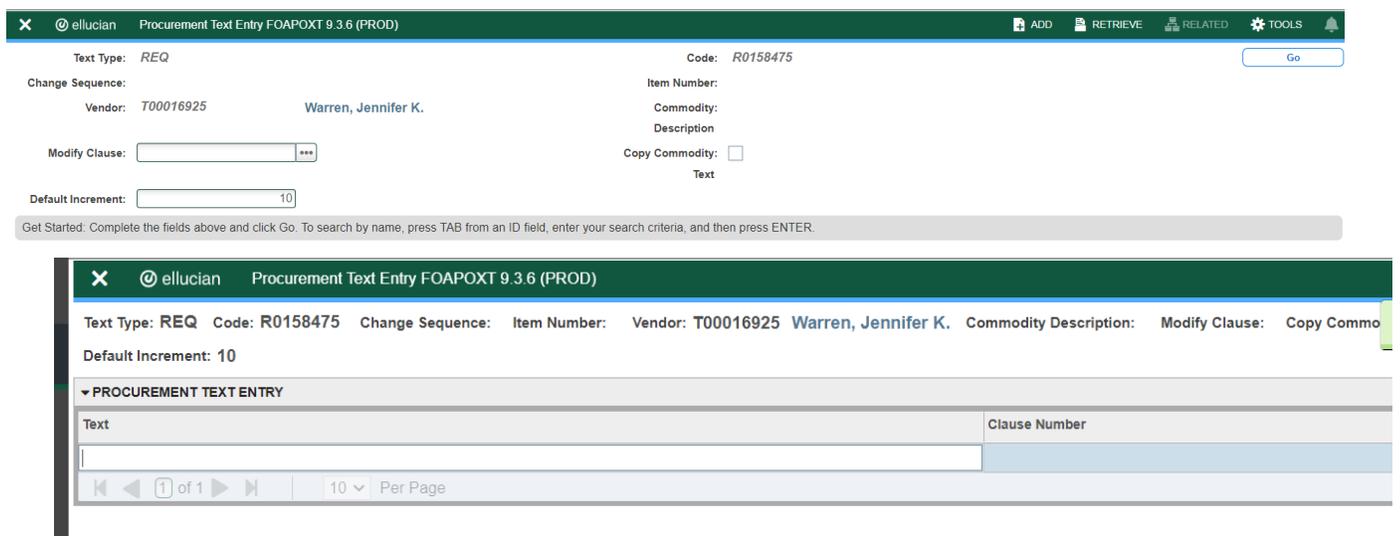
III. Adding Document Text

The Document Text

1. Click **Related** in the menu bar and select **Document Text**. This will open the **Procurement Text Entry form FOAPOXT**.



2. Click the '**NEXT SECTION**' icon or click into the first line of the Text area of the form to begin typing Document Text. Each line accommodates fifty (50) spaces. Once you have reached 50 spaces per line, use the down arrow key to move to the next line and continue typing.



3. Once you have completed the **Document Text**, click on the **Save** icon located at the bottom right of the screen to retain the notation.
4. Click on the **Exit (X)** icon to close the form. You will return to the **Requisition Entry form FPAREQN**.

Click "NEXT SECTION" to proceed to the Vendor Information form.

Requisition: R0158475 Start Over

REQUISITION ENTRY: REQUESTOR/DELIVERY Insert Delete Copy Filter

Requisition	R0158475	Comments		<input type="checkbox"/> In Suspense
Order Date	01/12/2023	Commodity Total	0.00	<input type="checkbox"/> Document Text
Transaction Date	01/12/2023	Accounting Total	0.00	
Delivery Date	01/12/2023		<input checked="" type="checkbox"/> Document Level Accounting	

Requestor/Delivery Information | **Vendor Information** | Commodity/Accounting | Balancing/Completion

VENDOR INFORMATION Insert Delete Copy Filter

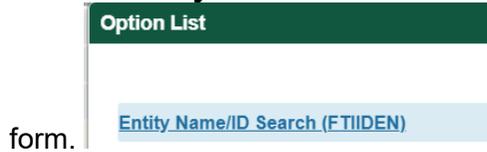
Vendor	T0136054E In2 Window and Door	Contact	
<input type="checkbox"/> Vendor Hold		Email	
Address Type	RA	Phone Area Code	479
Sequence		Phone Number	9684888
Street Line 1	DBA In2 Market	Phone Extension	
Street Line 2	113 S Arkansas Ave	Fax Area Code	479
Street Line 3		Fax Number	9684937
City	Russellville	Fax Extension	
State or Province	AR	Discount	
Zip or Postal Code	72801	Tax Group	STU Sales Tax under \$2500
Nation	United States of America	Currency	

SAVE

IV. Requisition Entry: Vendor Information

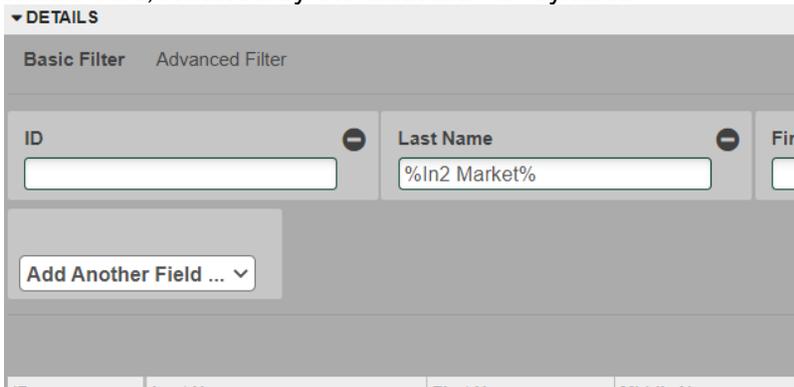
CORRECT VENDOR 'ORDER FROM' ('OF') ADDRESS FOUND

1. A vendor code is **required** to complete requisitions. Click the **Search**  icon in the Vendor field to execute a query. An Options List appears.
2. Click the '**Entity Name/ID Search**' **FTIIDEN** to locate the correct vendor. This will open the **FTIIDEN**



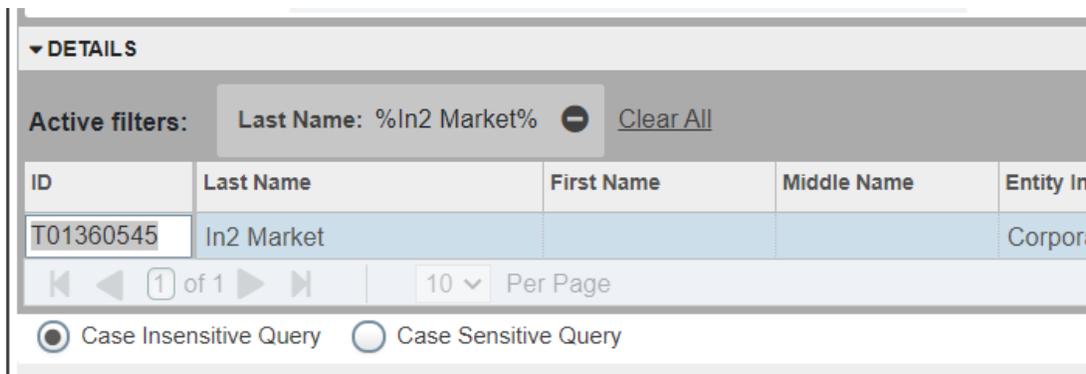
Entity Name/ID Search FTIIDEN

3. Tab to the **Last Name** field. Execute a query by entering a portion of the vendor's name in the **Last Name** field, followed by the wildcard "%" symbol.



The screenshot shows a search filter interface with a "DETAILS" dropdown. Under "Basic Filter", there are three input fields: "ID", "Last Name", and "First Name". The "Last Name" field contains the text "%In2 Market%". Below the fields is an "Add Another Field ..." button.

4. Click the **GO** key or press **Next Section** to view the list of possible vendor names resulting from the query search.



The screenshot shows the search results interface. At the top, it says "Active filters: Last Name: %In2 Market%". Below this is a table with the following data:

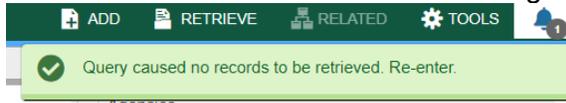
ID	Last Name	First Name	Middle Name	Entity In
T01360545	In2 Market			Corpora

Below the table, there are navigation controls: "1 of 1" (indicating one result), "10 Per Page", and radio buttons for "Case Insensitive Query" (selected) and "Case Sensitive Query".

- Double clicking the selected vendor name in the **ID Number** field will populate all required fields on the **Requisition Entry form FPAREQN**.

Vendor NOT FOUND in Vendor File

If the vendor that you need is not located after a thorough search, a message will be indicated on the **Notifications** bar stating **'Query Caused No Records to be Retrieved'**.



If the vendor you wish to purchase from is not in the system, please complete the Request for New Vendor Form located at <https://www.atu.edu/purchasing/new-vendor-request-form.php>.

V. Requisition Entry

Overview:

The **Requisition** field is now populated with a Requisition number. Write down the requisition number for your future reference.

The Requisition Entry window is composed of two blocks; the **Accounting** block is visible but information cannot be entered into it until the **Commodity** block is complete.

Requisitions automatically default to Document Level Accounting. This means that all line items will be charged proportionally to one or more FOAPAL's.

Complete the Description for Each Line Item. **Remember you will skip the Commodity Field for all Procurement requisitions. You will only complete the Commodity Field for Travel requisitions using 704100.**

Requisition: R0158475

REQUISITION ENTRY: REQUESTOR/DELIVERY									
Requisition	R0158475			Comments			<input type="checkbox"/> In Suspense <input type="checkbox"/> Document Text		
Order Date	01/12/2023			Commodity Total	109.00				
Transaction Date	01/12/2023			Accounting Total	0.00				
Delivery Date	01/12/2023					<input checked="" type="checkbox"/> Document Level Accounting			
Requestor/Delivery Information Vendor Information Commodity/Accounting Balancing/Completion									
COMMODITY									
Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add C
1		Cherryman Desk	EA	STU	1.00	100.0000	<input type="checkbox"/>	<input type="checkbox"/>	
Extended Amount					100.00	Tax		9.00	<input type="checkbox"/> Distribute
Discount					0.00	Commodity Total		109.00	
Additional					0.00	Document Total		109.00	

Tab to the **'DESC'** field and type the description for the item you are buying including model or product number, complete description, case packaging (6/case), etc. This field accommodates 35 spaces.

If the item description is longer than 35 spaces, additional descriptive text can be added to a commodity line by clicking **'Item Text'** under the **Related** menu. The **Procurement Text Entry** form (FOAPOXT) will be displayed. Click the **'NEXT SECTION'** icon to access the lower portion of the form. Enter the additional desired text to be added to the commodity description.

When finished, click **SAVE** and the **EXIT** icon to return to the **Requisition Entry Form (FPAREQN)**. If you have added text, the **Item Text** box is checked.

Tab to the **'U/M'** field. If **'EA'** is not a suitable unit of measure for this item, search additional choices by clicking the **Search** icon next to the **U/M** field and selecting the correct unit of measure from the menu by clicking twice. Tab to enter a **quantity**. Tab again to enter a **unit price**. Press the **TAB** key to extend this line item. Tab again to complete the **Ext Cost** column. Continue tabbing until the cursor returns to the **'Comm'** field.

Optional: If you need to add additional line items to your order, click the **Insert** icon or press the down arrow key to create a new commodity line. This will move the cursor to the next record, where a new commodity line item can be entered. There is no limit to the number of commodity lines that you can enter on one requisition. Repeat the instructions above for entering subsequent commodity lines until all items have been entered.

VI. Document Level Accounting

Once the items to be purchased are entered, information about where these items will be charged must be provided.

- **Document Level Accounting:** The system **does not link** any line item to a specific accounting distribution. The system defaults to this option.

Document Level Accounting

To enter the accounting distribution, click '**Next SECTION**' and then TAB. The T automatically populates the '**COA**' field. Enter the **Index** for the FOAP you are using and Tab through the Accounting Information (**FOAPAL**) fields and they will default according to your security profile. Index entry is required for each Accounting line. If you have access to more than one **Orgn**, key in the correct Index and tab and that will update the Fund, Orgn, and Prog fields.

The **Account Code** must be entered on every specific commodity on the requisition. A list of account codes has been provided for your use in looking up and choosing the correct one. *Example: If you are requesting an educational equipment order with some items exceeding \$1,000 in individual price, but others below that. You will have at least two Accounting lines with 703917 as the account code for items exceeding \$1,000 and 703925 for items under \$1,000.*

Requisition: R0158475 Start Over

▼ REQUISITION ENTRY: REQUESTOR/DELIVERY Insert Delete Copy Filter

Requisition	R0158475	Comments		<input type="checkbox"/> In Suspend
Order Date	01/12/2023	Commodity Total	109.00	<input type="checkbox"/> Document Text
Transaction Date	01/12/2023	Accounting Total	0.00	
Delivery Date	01/12/2023	<input checked="" type="checkbox"/> Document Level Accounting		

Requestor/Delivery Information Vendor Information **Commodity/Accounting** Balancing/Completion Settings Insert Delete Copy Filter

▼ COMMODITY Settings Insert Delete Copy Filter

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
1		Cherryman Desk	EA	STU	1.00	100.0000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Record 1 of 1

Extended Amount	100.00	Tax	9.00	<input type="checkbox"/> Distribute
Discount	0.00	Commodity Total	109.00	
Additional	0.00	Document Total	109.00	

▼ ACCOUNTING Settings Insert Delete Copy Filter

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF Suspend
T	T	23		110000	370000	703916	250000				<input type="checkbox"/>	<input type="checkbox"/>

Record 1 of 1

If all items will be charged to one **FOAPAL**, tab to the '**Ext**' field in the '**USD**' column. Continue tabbing to complete the fields. Perform a "**Next SECTION**" to proceed to the **Balancing/Completion** block.

Requisition: R0158475 Start Over

Order Date: 01/12/2023 Commodity total: 109.00
Transaction Date: 01/12/2023 Accounting Total: 0.00
Delivery Date: 01/12/2023 Document Level Accounting

Requestor/Delivery Information Vendor Information **Commodity/Accounting** Balancing/Completion

▼ **COMMODITY** Settings Insert Delete Copy Filter

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text	Item Text	Add Commodity
1		Cherryman Desk	EA	STU	1.00	100.0000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Record 1 of 1

Extended Amount: 100.00 Tax: 9.00 Distribute

Discount: 0.00 Commodity Total: 109.00

Additional: 0.00 Document Total: 109.00

▼ **ACCOUNTING** Settings Insert Delete Copy Filter

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSF Override	NSF Suspense
	T	23	AFPURC	110000	370000	703916	250000				<input type="checkbox"/>	<input type="checkbox"/>

Record 1 of 1

	%	USD
Extended Amount	<input type="checkbox"/>	100.00
Discount	<input type="checkbox"/>	0.00
Additional	<input type="checkbox"/>	0.00
Tax	<input type="checkbox"/>	9.00
FOAPAL Total		109.00
Document Total		0.00
Remaining Commodity Amount		109.00

If you are only charging a portion of the overall purchase to the previously specified account, click the **'Next Record'** icon or press the down arrow key. This will provide fields to enter additional **FOAPAL's** to the requisition, specifying the percentage or exact amount to be charged to each FOAPAL. To enter by percentage, click in the box beneath the **'%'** symbol to the right of **'Ext'**, and enter the percentage that you wish to allocate to this **FOAPAL** in the **'USD'** field. Tab to populate the fields. If you do not enter anything, 100% will be allocated into the extended field.

Repeat the above steps until all applicable **FOAPAL's** have been entered and the total for all items has been allocated.

VII. Balancing/Completion SECTION

The **Balancing/Completion** block is the final step in creating a requisition. In this block, you are verifying that the **'STATUS'** field shows the word **'Balanced'**. If it does **not**, the requisition is out of balance between the header, commodity and accounting records. You must correct problem areas and get the requisition to a status of **'Balanced'** before the document can be completed.

If Status = Balanced:

Requisition: R0158475 Start Over

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition: R0158475
Order Date: 01/12/2023
Transaction Date: 01/12/2023
Delivery Date: 01/12/2023

Comments:
Commodity Total: 109.00
Accounting Total: 109.00

In Suspense
 Document Text
 Document Level Accounting

BALANCING/COMPLETION

Vendor: T01360545 In2 Window and Door
Vendor Hold:
COA: T Arkansas Tech University
Requestor: Jennifer Warren
Organization: 370000 Purchasing

Currency:
Exchange Rate:
Commodity Record: 1
Count:
Input Amount: 109.00
Converted Amount:

AMOUNTS

	Input	Commodity	Accounting	Status
Approved Amount	100.00	100.00	100.00	BALANCED
Discount Amount	0.00	0.00	0.00	BALANCED
Additional Amount	0.00	0.00	0.00	BALANCED
Tax Amount	9.00	9.00	9.00	BALANCED

Complete In Process

Click the **'COMPLETE'** button to complete the Requisition and forward it to the posting process. Once completed, this document cannot be changed or queried on form **FPAREQN**.

If Status = COM/ACCT or any other message: Pay close attention to the notification section. If you see a notice there. Stop and correct the error before proceeding. If you see the NSF error below, stop and do not complete the requisition. Make note of the number and complete ONLY after a the budget has been funded to complete the requisition. Completing the requisition here will send it through approvals but it will be canceled once it arrives in Procurement and you will be required to re-enter once the budget has been funded.

ADD RETRIEVE RELATED TOOLS

Insufficient budget for sequence 1, suspending transaction.

Once a requisition has been completed, it can NOT be edited or changed.

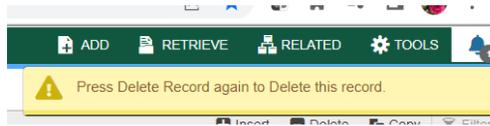
After the budget has been funded, return to **FPAREQN** and key in the requisition number and move through the sections to complete the requisition.

VIII. Removing an Unwanted, Incomplete Requisition

If you enter a requisition and choose never to complete it, the requisition needs to be deleted. If the requisition is not deleted, the amount will be used in NSF (non-sufficient fund) checking as a reservation against the available budget. This could mean that a future requisition could be placed in NSF status when funds are actually available.

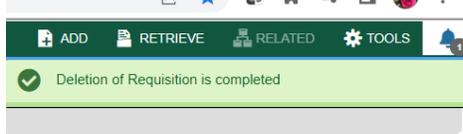
1. Access the **Requisition Form FPAREQN**.
2. Enter the requisition number
3. Perform **'Next SECTION'** to open the requisition. The cursor will be in the **'Order Date'** field.

4. Click 'Delete' top right toolbar.



5. Click **Delete** again to permanently delete this requisition. A window opens with the message '**All Commodity and Accounting Records will be deleted.** Click **OK**

6. The Status/Hint bar indicates '**Deletion of Requisition is completed**'.



IX. Removing a 'Completed' Requisition

A requisition that has been entered into Banner and labeled 'Complete' **can only be cancelled by Procurement Services**. The requestor must disapprove it and then Procurement or Travel Services will delete the requisition.

X. Copy Requisition Option:

This option enables you to copy data from a completed and posted requisition to a new requisition document. This option is helpful for issuing new orders to the same vendor for essentially the same items. Note: A requisition can only be copied if it has received final approval.

1. To copy data from a completed and posted requisition to a new requisition, access the **FPAREQN** form, and click the **Copy** icon. Enter the requisition number that you want to copy, if known, or click the '**Search**' icon to select the appropriate requisition number. Use the vendor field to verify that you have selected the correct requisition. Click **OK** to copy the information from the old document to the new document.
2. The requestor, vendor, commodity, and accounting information are carried forward to the new document. Enter a **Delivery Date** and navigate through the new requisition making necessary changes to remove the document from suspense and complete it.

XI. Querying Completed Requisitions

The status of existing requisitions is available on form **FPIREQN** from the Banner main menu, or by typing **FPIREQN** in the **Direct Access field**. This process allows you to review existing requisitions to verify if a requisition has been completed, printed, cancelled or closed, and the date the activities occurred.

1. Enter an existing requisition number, if known, or click the **Search** icon to locate the correct requisition.
2. Select one requisition from the list by placing the cursor in the requisition number field and clicking twice.

3. Click Next Block to access the Requestor/Delivery Information window. Review all desired information.
4. Click Next Block to access the Vendor Information window. Review all desired information.
5. Click Next Block to access the Commodity/Accounting window. Complete your review by clicking the Exit icon to exit the form.

XII. Query Forms

FOIDOC

Access FOIDOC by keying **FOIDOC** in the **Direct Access Field**.

Select from the document types by clicking on the ... search button or key in the document type. Common types are REQ and PO. Key the document number in the Document Code field. (R0123456 or P0123456). Select Next Section to display the associated documents. Move up and down through the lines of text and select Query Document (BY TYPE) behind the Related icon to view the details of the document.

FGIENCD

Access FGIENCD by keying **FGIENCD** in the **Direct Access Field**.

Key either a requisition number or purchase order number in the Encumbrance field and select Next Section or Go to display the document record.

ellucian Detail Encumbrance Activity FGIOENC 9.3.21 (PROD) ADD RETRIEVE RELATED TOOLS

Encumbrance: R0154257 Encumbrance Period: All Start Over

ENCUMBRANCE INFORMATION Insert Delete Copy Filter

Description	Jennifer Warren	Date Established	06/02/2022
Status	C	Balance	0.00
Type	R	Vendor	701077244 Howard Industries Inc

ENCUMBRANCE DETAIL Settings Insert Delete Copy Filter

Item	0 Document Accounting Dist	Orgn	310552
Sequence	1	Acct	703985
Fiscal Year	22	Prog	290000
Status	C	Actv	
Commit Indicator	U	Locn	
CPA	T	Proj	
Index	227310	Encumbrance	6,953.70
Fund	227310	Liquidation	-6,953.70
		Balance	0.00

Record 1 of 1

TRANSACTION ACTIVITY Settings Insert Delete Copy Filter

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
06/01/2022	REQP	R0154257		6,652.00	6,652.00
06/01/2022	REQX	R0154257		301.70	6,953.70
06/02/2022	POLQ	P0161847		-119.90	6,833.80
06/02/2022	POLQ	P0161847		-307.64	6,526.16
06/02/2022	POLQ	P0161847		-545.00	5,981.16
06/02/2022	POLQ	P0161847		-2,844.90	3,136.26
06/02/2022	POLQ	P0161847		-3,098.10	38.16

Record 1 of 8

Status indication of C indicates a closed document. O indicates an open document.
 Current balance can be seen here. All closed documents will have a zero balance. If multiple FOAPS have been used, you may toggle between records here.
 Keying Next Section will take you to the Transaction Activity section where you can see detailed activity that has taken place. You may toggle to view multiple pages of activity here.
 Close the form by clicking the X in the top left corner.

FGIOENC

Access FIOENC by keying **FGIOENC** in the **Direct Access Field**.

ellucian Organizational Encumbrance List FGIOENC 9.3.14 (PROD) ADD RETRIEVE RELATED TOOLS

Chart: T Fiscal Year: 23 Organization: Go

Index: Fund:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Key index code in the Index field and click Go or Next Section to display the current encumbrance for that index. All encumbrances will display here including payroll encumbrances.

SECTION 2

GLOSSARY OF BANNER FORMS

- FPAREQN: Requisition Form, used to create purchase requisitions.
- FOAPOXT: Procurement Text Entry. Used to enter text on the requisition header.
- FTIIDEN: Vendor Search, used to locate a vendor's record in the A/P vendor database.
- FPIREQN: Form to review existing requisitions to verify status.
- FOIDOCH: Document history form. Displays status of all purchasing and payment documents. *EXCELLENT RESOURCE!*
- FGIENCD: View encumbrance remaining on purchase order or requisition.
- FGIOENC: View encumbrances remaining against a budget using Index.

ATUTM

ARKANSAS TECH
UNIVERSITY

Banner Application Navigator Travel Requisition Entry Manual

Prepared by

Business Services
479-968-0269
purchasing@atu.edu

<http://www.atu.edu/travel>

OVERVIEW

Online Requisitioning. Travel requisitions are detailed in this manual. See **Procurement Requisition Entry Manual** for Procurement requisition entry details.

Creating

The requisition form consists of several forms. The **Requisition Form FPAREQN** is used to initiate the procurement process and to define the header information, requestor, commodity data, accounting data, balancing/completion data, and various other optional data screens. It is on the Requisition Form that you enter the items and accounting distributions for a procurement requisition.

Querying

The **Requisition Query Form FPIREQN** serves as a companion query form for the **Requisition Form FPAREQN**. It is on the Requisition Query form that you query information about the requisition in Banner.

Text Entry

Use the Text Entry Form **FOAPOXT** to enter text at the Header level or Commodity level. Select 'Document Text' or 'Item Text' from the 'Option' menu and perform a 'Next Section' to access the Text Field. This form is used to communicate information to a buyer pertaining to the requisition or to add information to print on the purchase order for the vendor.

Accounting

Document Level Accounting is the default for all new requisitions. Document Level Accounting enables you to assign account distributions at the document level, rather than to specific line items. For a large document, which you may charge entirely to one or more accounting distributions, this means you only have to enter the distribution(s) once per document, instead of for each commodity record. The system expects and manages accounting distributions for the document in total

I. THE REQUISITION ENTRY FORM – FPAREQN – Quick Reference

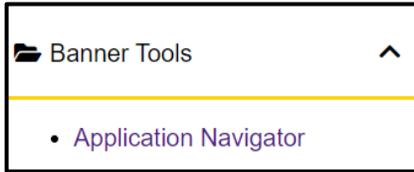
The **Requisition Entry form FPAREQN** contains six blocks of information. The table below shows the six information blocks with the corresponding information needed for each.

1. Requisition Number SECTION (Key Information Block)	There are three options: <ul style="list-style-type: none">• Click on the Next SECTION button for a new requisition. Banner will assign a new requisition number after the vendor is chosen
---	--

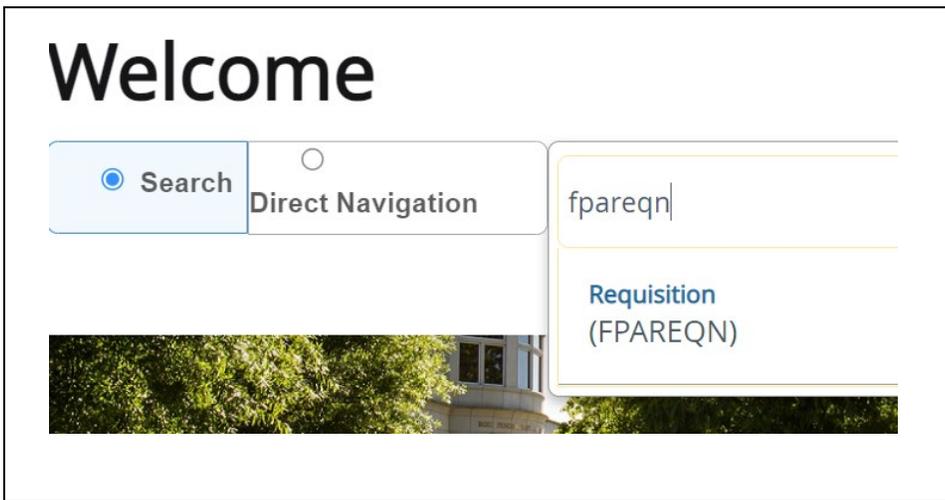
	<ul style="list-style-type: none"> • Use the COPY feature to create a new requisition from an existing one. • Key in the number of an incomplete requisition.
2. Requestor/Delivery SECTION	<p>Enter three things:</p> <ul style="list-style-type: none"> • Requested delivery date. Your travel date can be used. • Org number (if different from default) • Ship To Code
3. Vendor SECTION	<p>Enter the correct vendor code, if known, or search  (FTIIDEN) to locate. Travel requisitions will typically be made out to the individual traveler's T number for reimbursement or the TCard bank T number for TCard charges.</p>
4. Commodity SECTION	<p>Enter the following information:</p> <ul style="list-style-type: none"> • 704100 is entered for all travel requisitions.
5. Accounting SECTION	<p>Most of the data will populate these fields based on the user's security profile. The Account Code will always have to be entered and it is 704100 for all travel requisitions. Change other data as necessary.</p>
6. Balancing/Completion SECTION	<p>There are two choices to consider:</p> <ul style="list-style-type: none"> • Completion – this will send the Requisition to the approval process. • In Process – Do not use the In-Process option for your entry.

REQUISITION PROCESSING

Open Application Navigator located under Banner Tools on OneTech.



Navigate to the **Requisition** form **FPAREQN** either through the Banner main menu or by typing **FPAREQN** in the **Direct Access** field. **FPAREQN** begins the procurement process by defining an internal request to acquire goods or services. It enables you to define departmental needs by identifying the requestor, vendor, commodity, and accounting information.



There are three Options from the Requisition Form. Click **NEXT SECTION**  located at the bottom left corner of the screen to create a new requisition number, enter a current requisition number to modify an incomplete requisition or click the **COPY** icon to create a new requisition from an existing one.

✕ @ellucian Requisition FPAREQN 9.3.24 (PROD)
 ADD RETRIEVE RELATED TOOLS 🔔

Requisition:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

The bell located at the top right corner of the screen will alert you to any errors encountered while entering a requisition. Pay close attention to any messages displayed here. The most frequent may be an NSF (Not Sufficient Funds) message which indicates that there is not sufficient budget to process your requisition. If you see this message, **stop and proceed only after a budget transfer has been completed to fund the FOAP.**

II. Creating a Requisition FPAREQN

Requisition Entry: Requestor/Delivery Information FPAREQN

Most of the fields on the **Requestor / Delivery** form will automatically populate based on the user's security profile. The **'Delivery Date'** must be completed. Use **TAB** to navigate through the form.

Requisition: NEXT Start Over

REQUISITION ENTRY: REQUESTOR/DELIVERY
Insert Delete Copy Filter

Requisition: NEXT
 Order Date: 01/27/2023
 Transaction Date: 01/27/2023
 Delivery Date: 02/27/2023

Comments:
 Commodity Total: 0.00
 Accounting Total: 0.00

In Suspense
 Document Text
 Document Level Accounting

Requestor/Delivery Information | Vendor Information | Commodity/Accounting | Balancing/Completion

REQUESTOR/DELIVERY INFORMATION
Insert Delete Copy Filter

Requestor: Jennifer Warren
 Organization: 370000 Purchasing
 COA: T Arkansas Tech University
 Email: jwarren2@atu.edu

Street Line 2: 203 West O Street
 Street Line 3:

Contact: Cindy Hubbard
 Attention To: Cindy Hubbard
 Building: Young Blog
 Floor: Suite 101
 City: Russellville
 State or Province: AR
 Zip or Postal Code: 72801

Phone Area Code: 479
 Phone Number: 9640583
 Phone Extension: 3552

Fax Area Code:
 Fax Number:
 Fax Extension:

Ship To: PURC

Street Line 1: Procurement and Risk Management Services

Area Code: 479
 Phone Number: 9680269
 Extension:

SAVE

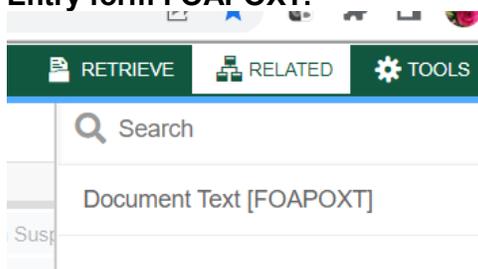
- Order Date:** REQUIRED. Today's date automatically defaults.
- Trans. Date:** REQUIRED. Today's date automatically defaults.
- Delivery Date:** REQUIRED. The travel date may be entered here. The Delivery Date must be entered in a **MMDDYY** format.
- Requestor Field:** REQUIRED. Enter the requestor's name. Defaults to user based on security profile.

5. **COA Code:** REQUIRED. Chart 'T' will default, which is for Arkansas Tech University.
6. **Organization Code:** REQUIRED. Defaults based on user's security profile, or enter the **Organization code** number, if known, and **Tab** to populate the field.
7. **Email:** Enter your email address if not automatically populated.
8. **Phone:** Enter your telephone number if not automatically populated.
10. **Ship to:** REQUIRED This is the code representing the physical location for delivery. Enter the correct 'Ship To' code, if known, or request a list by clicking the Search icon to locate another. If this information needs to be updated, call or email Procurement.
11. **Attention To:** REQUIRED. If blank, enter the name of the department requesting the purchase.

III. Adding Document Text

The Document Text

1. Click **Related** in the menu bar and select **Document Text**. This will open the **Procurement Text Entry form FOAPOXT**.



2. Click the 'NEXT SECTION' icon or click into the first line of the Text area of the form to begin typing Document Text. Each line accommodates fifty (50) spaces. Once you have reached 50 spaces per line, use the down arrow key to move to the next line and continue typing.

Text Type: *REQ* Code: *R0158475* Go

Change Sequence: Item Number:

Vendor: *T00016925* Warren, Jennifer K. Commodity:

Modify Clause: Description

Copy Commodity:

Text

Default Increment:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Text	Clause Number

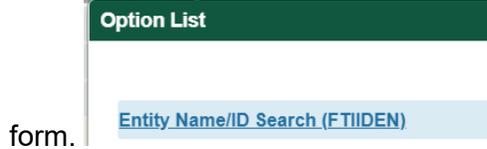
1 of 1 Per Page

3. Once you have completed the **Document Text**, click on the **Save** icon located at the bottom right of the screen to retain the notation.
4. Click on the **Exit (X)** icon to close the form. You will return to the **Requisition Entry form FPAREQN**.

Click "NEXT SECTION" to proceed to the Vendor Information form.

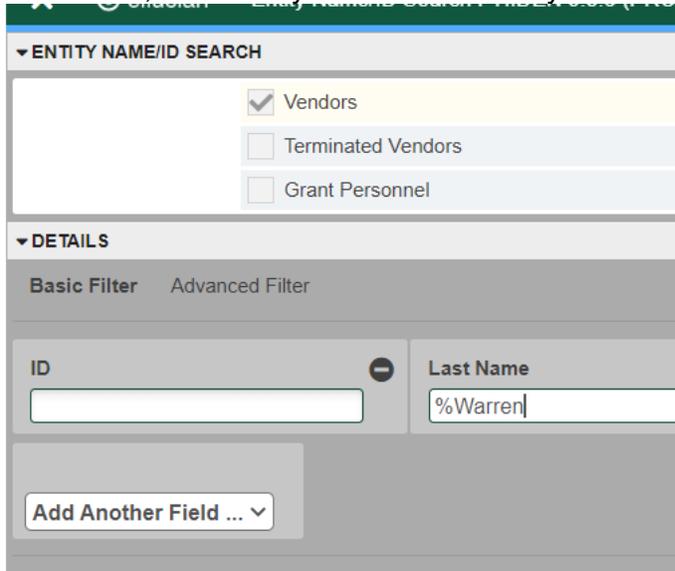
IV. Requisition Entry: Vendor Information

1. A vendor code is **required** to complete requisitions. Click the **Search**  icon in the Vendor field to execute a query. An Options List appears.
2. Click the **'Entity Name/ID Search' FTIIDEN** to locate the correct vendor. This will open the **FTIIDEN**



Entity Name/ID Search FTIIDEN

3. Tab to the **Last Name** field. Execute a query by entering a portion of the vendor's name in the **Last Name** field, followed by the wildcard "%" symbol.



▼ ENTITY NAME/ID SEARCH

Vendors
 Terminated Vendors
 Grant Personnel

▼ DETAILS

Basic Filter Advanced Filter

ID Last Name

Add Another Field ... ▼

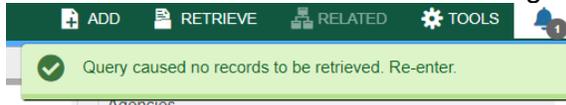
4. Click the **GO** key or press **Next Section** to view the list of possible vendor names resulting from the query search. Page over until you find the result you are looking for.

T00016925	Warren	Jennifer	Kristine
-----------	--------	----------	----------

- 5. Double clicking the selected vendor name in the **ID Number** field will populate all required fields on the **Requisition Entry form FPAREQN**.

Vendor NOT FOUND in Vendor File

If the vendor that you need is not located after a thorough search, a message will be indicated on the **Notifications** bar stating ‘**Query Caused No Records to be Retrieved**’.



If the T number does not display, please contact Procurement for assistance.

V. Requisition Entry

Overview:

The **Requisition** field is now populated with a Requisition number. Write down the requisition number for your future reference.

The Requisition Entry window is composed of two blocks; the **Accounting** block is visible but information cannot be entered into it until the **Commodity** block is complete.

Requisitions automatically default to Document Level Accounting. This means that all line items will be charged proportionally to one or more FOAPAL’s.

Complete the Description for Each Line Item. **You will complete the Commodity Field for Travel requisitions using 704100.**

Requisition: R0158475

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition	R0158475	Comments	
Order Date	01/27/2023	Commodity Total	0.00
Transaction Date	01/27/2023	Accounting Total	0.00
Delivery Date	02/27/2023	<input checked="" type="checkbox"/> Document Level Accounting	

Requestor/Delivery Information Vendor Information **Commodity/Accounting** Balancing/Completion

COMMODITY

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price
	704100	Travel Encumbrance	LOT	NO		

1 of 1 10 Per Page

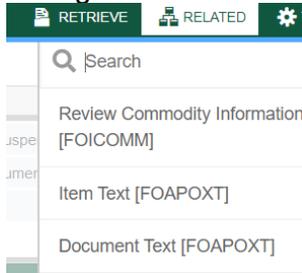
Extended Amount		Tax	
Discount		Commodity Total	
Additional		Document Total	

ACCOUNTING

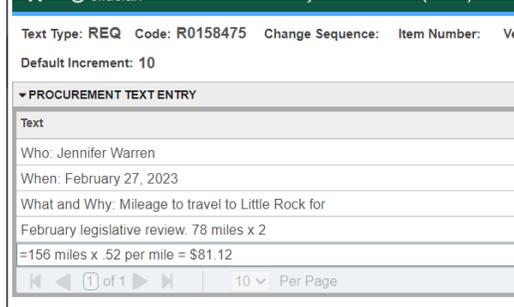
Sequence	COA	Year	Index	Fund	Oran	Acct	Prca	Actv
----------	-----	------	-------	------	------	------	------	------

Tab to the **'DESC'** field and “Travel Encumbrance” will populate in the description. Do not change this description.

Document Text must be used to give include the who, what, when, where and why of your travel arrangements. Access Document Text by clicking Related and selecting Document Text (FOAPOXT).



When Document Text opens click Next Section then enter the required text. You must use the arrow down button to move to the next text entry line. Each line will accommodate 50 characters.



When finished, click **SAVE** and the **EXIT** icon to return to the **Requisition Entry Form (FPAREQN)**. If you have added text, the **Document Text** box is checked.

The U/M Field will auto populate with LOT, Tax Grp with NO, and Qty field with 1. Leave these as is. Enter the total price for the requisition into the Unit Price field.

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity
1	704100	Travel Encumbrance	LOT	NO	1.00	81.1200	
Extended Amount		81.12	Tax		0.00		
Discount		0.00	Commodity Total		81.12		
Additional		0	Document Total		81.12		

VI. Document Level Accounting

Once the items to be purchased are entered, information about where these items will be charged must be provided.

- **Document Level Accounting:** The system **does not link** any line item to a specific accounting distribution. The system defaults to this option.

Document Level Accounting

To enter the accounting distribution, click '**Next SECTION**' and then TAB. The T automatically populates the '**COA**' field. Enter the **Index** for the FOAP you are using and Tab through to If you are only charging a portion of the overall purchase to the previously specified account, click the '**Next Record**' icon or press the down arrow key. This will provide fields to enter additional **FOAPAL's** to the requisition, specifying the percentage or exact amount to be charged to each FOAPAL. Tab to populate the fields. If you do not enter anything, 100% will be allocated into the extended field.

Requisition: R0158475

▼ REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition	R0158475	Comments	
Order Date	01/27/2023	Commodity Total	81.12
Transaction Date	01/27/2023	Accounting Total	81.12
Delivery Date	02/27/2023	<input checked="" type="checkbox"/> Document Level Accounting	

Requestor/Delivery Information Vendor Information **Commodity/Accounting** Balancing/Completion

▼ COMMODITY

Item	Commodity	Description	U/M	Tax Group	Quantity	Unit Price	Commodity Text
1	704100	Travel Encumbrance	LOT	NO	1.00	81.1200	

Extended Amount 81.12 Tax 0.00

Discount 0.00 Commodity Total 81.12

Additional 0.00 Document Total 81.12

▼ ACCOUNTING

Sequence	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Locn
1	T	23	AFPURC	110000	370000	704100	250000		

Extended Amount % USD 81.12

Discount % 0.00

Additional % 0.00

Tax % 0.00

FOAPAL Total 81.12

Document Total 81.12

Perform a “Next SECTION” to proceed to the **Balancing/Completion** block.

VII. Balancing/Completion SECTION

The **Balancing/Completion** block is the final step in creating a requisition. In this block, you are verifying that the **'STATUS'** field shows the word **'Balanced'**. If it does **not**, the requisition is out of balance between the header, commodity and accounting records. You must correct problem areas and get the requisition to a status of **'Balanced'** before the document can be completed.

If Status = Balanced:

Requisition: R0158475

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requisition	R0158475	Comments		<input type="checkbox"/> In Suspend
Order Date	01/27/2023	Commodity Total	81.12	<input checked="" type="checkbox"/> Document Text
Transaction Date	01/27/2023	Accounting Total	81.12	
Delivery Date	02/27/2023			<input checked="" type="checkbox"/> Document Level Accounting

BALANCING/COMPLETION

Vendor	T00016925	Warren, Jennifer K.	Currency	
<input type="checkbox"/> Vendor Hold			Exchange Rate	
COA	T	Arkansas Tech University	Commodity Record	1
Requestor	Jennifer Warren		Count	
Organization	370000	Purchasing	Input Amount	81.12
			Converted Amount	

AMOUNTS

	Input	Commodity	Accounting	Status
Approved Amount	81.12	81.12	81.12	BALANCED
Discount Amount	0.00	0.00	0.00	BALANCED
Additional Amount	0.00	0.00	0.00	BALANCED
Tax Amount	0.00	0.00	0.00	BALANCED

Complete In Process

Click the **'COMPLETE'** button to complete the Requisition and forward it to the posting process. Once completed, this document cannot be changed or queried on form **FPAREQN**.

If Status = COM/ACCT or any other message: Pay close attention to the notification section. If you see a notice there. Stop and correct the error before proceeding. If you see the NSF error below, stop and do not complete the requisition. Make note of the number and complete ONLY after a the budget has been funded to complete the requisition. Completing the requisition here will send it through approvals but it will be cancelled once it arrives in Travel and you will be required to re-enter once the budget has been funded.

ADD RETRIEVE RELATED TOOLS

! Insufficient budget for sequence 1, suspending transaction.

Once a requisition has been completed, it CANNOT be edited or changed.

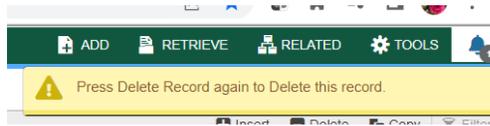
After the budget has been funded, return to FPAREQN and key in the requisition number and move through the sections to complete the requisition.

VIII. Removing an Unwanted, Incomplete Requisition

If you enter a requisition and choose never to complete it, the requisition needs to be deleted. If the requisition is not deleted, the amount will be used in NSF (non-sufficient fund) checking as a reservation against the available budget. This could mean that a future requisition could be placed in NSF status when funds are actually available.

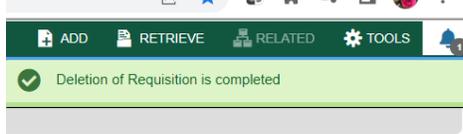
1. Access the **Requisition Form FPAREQN**.
2. Enter the requisition number
3. Perform **'Next SECTION'** to open the requisition. The cursor will be in the **'Order Date'** field.

4. Click 'Delete' top right toolbar.



5. Click **Delete** again to permanently delete this requisition. A window opens with the message 'All Commodity and Accounting Records will be deleted.' Click **OK**

6. The Status/Hint bar indicates 'Deletion of Requisition is completed'.



IX. Removing a 'Completed' Requisition

A requisition that has been entered into Banner and labeled 'Complete' **can only be cancelled by Procurement Services**. The requestor must disapprove it and then Procurement or Travel Services will delete the requisition.

X. Copy Requisition Option:

This option enables you to copy data from a completed and posted requisition to a new requisition document. This option is helpful for issuing new orders to the same vendor for essentially the same items. Note: A requisition can only be copied if it has received final approval.

1. To copy data from a completed and posted requisition to a new requisition, access the **FPAREQN** form, and click the **Copy** icon. Enter the requisition number that you want to copy. Use the vendor field to verify that you have selected the correct requisition. Click **OK** to copy the information from the old document to the new document.
2. The requestor, vendor, commodity, and accounting information are carried forward to the new document. Enter a **Delivery Date** and navigate through the new requisition making necessary changes to complete it.

XI. Querying Completed Requisitions

The status of existing requisitions is available on form **FPIREQN** from the Banner main menu, or by typing **FPIREQN** in the **Direct Access** field. This process allows you to review existing requisitions to verify if a requisition has been completed, printed, cancelled or closed, and the date the activities occurred.

1. Enter an existing requisition number, if known, or click the **Search** icon to locate the correct requisition.
2. Select one requisition from the list by placing the cursor in the requisition number field and clicking twice.

3. Click Next Block to access the Requestor/Delivery Information window. Review all desired information.
4. Click Next Block to access the Vendor Information window. Review all desired information.
5. Click Next Block to access the Commodity/Accounting window. Complete your review by clicking the Exit icon to exit the form.

XII. Query Screens

FOIDOC

Access FOIDOC by keying **FOIDOC** in the **Direct Access Field**.

Select from the document types by clicking on the ... search button or key in the document type. Common types are REQ and PO. Key the document number in the Document Code field. (R0123456 or P0123456). Select Next Section to display the associated documents. Move up and down through the lines of text and select Query Document (BY TYPE) behind the Related icon to view the details of the document.

FGIENCD

Access FGIENCD by keying **FGIENCD** in the **Direct Access Field**.

Key either a requisition number or purchase order number in the Encumbrance field and select Next Section or Go to display the document record.

ellucian Detail Encumbrance Activity FGIOENC 9.3.21 (PROD) ADD RETRIEVE RELATED TOOLS

Encumbrance: R0154257 Encumbrance Period: All Start Over

ENCUMBRANCE INFORMATION Insert Delete Copy Filter

Description	Jennifer Warren	Date Established	06/02/2022
Status	C	Balance	0.00
Type	R	Vendor	701077244 Howard Industries Inc

ENCUMBRANCE DETAIL Settings Insert Delete Copy Filter

Item	0 Document Accounting Dist	Orgn	310552
Sequence	1	Acct	703985
Fiscal Year	22	Prog	290000
Status	C	Actv	
Commit Indicator	U	Locn	
CPA	T	Proj	
Index	227310	Encumbrance	6,953.70
Fund	227310	Liquidation	-6,953.70
		Balance	0.00

Record 1 of 1

TRANSACTION ACTIVITY Settings Insert Delete Copy Filter

Transaction Date	Type	Document Code	Action	Transaction Amount	Remaining Balance
06/01/2022	REQP	R0154257		6,652.00	6,652.00
06/01/2022	REQX	R0154257		301.70	6,953.70
06/02/2022	POLQ	P0161847		-119.90	6,833.80
06/02/2022	POLQ	P0161847		-307.64	6,526.16
06/02/2022	POLQ	P0161847		-545.00	5,981.16
06/02/2022	POLQ	P0161847		-2,844.90	3,136.26
06/02/2022	POLQ	P0161847		-3,098.10	38.16

Record 1 of 8

Status indication of C indicates a closed document. O indicates an open document.
 Current balance can be seen here. All closed documents will have a zero balance. If multiple FOAPS have been used, you may toggle between records here.
 Keying Next Section will take you to the Transaction Activity section where you can see detailed activity that has taken place. You may toggle to view multiple pages of activity here.
 Close the form by clicking the X in the top left corner.

FGIOENC

Access FIOENC by keying **FGIOENC** in the **Direct Access Field**.

ellucian Organizational Encumbrance List FGIOENC 9.3.14 (PROD) ADD RETRIEVE RELATED TOOLS

Chart: T Fiscal Year: 23 Organization: Go

Index: Fund:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Key index code in the Index field and click Go or Next Section to display the current encumbrance for that index. All encumbrances will display here including payroll encumbrances.

SECTION 2

GLOSSARY OF BANNER FORMS

- FPAREQN: Requisition Form, used to create purchase requisitions.
- FOAPOXT: Procurement Text Entry. Used to enter text on the requisition header.
- FTIIDEN: Vendor Search, used to locate a vendor's record in the A/P vendor database.
- FPIREQN: Form to review existing requisitions to verify status.
- FOIDOCH: Document history form. Displays status of all purchasing and payment documents. *EXCELLENT RESOURCE!*
- FGIENCD: View encumbrance remaining on purchase order or requisition.
- FGIOENC: View encumbrances remaining against a budget using Index.

ATU Travel Services
travel@atu.edu
479-964-0583 ext. 3502

Travel Services Fundamentals

- A requisition must be in place **prior** to travel. The requisition acts as both the travel authorization and starts the encumbrance process for your trip expenses. Remember to include the who, what, where, when, why and how much in the document text and use the commodity code 704100.
- You cannot use your individual TCard or request reimbursement for another employee's travel.
- You must have a **PO in hand prior to booking arrangements**. Receipt of the PO indicates that all approvals have been received for your trip and only after receiving it can you proceed with booking your arrangements.
- Include a detailed conference agenda with your PCard log or TR-1 submission.
- A map is not required with your TR-1 if you are traveling from your official on campus station to a destination listed on the chart.
- A zero-balance hotel receipt is required listing each night's stay separately and if you share a room with another employee you each must have a receipt. Room service may not be added to the hotel receipt for payment by the University.
- Driver forms are required for all drivers requesting mileage reimbursement or renting a car on University business. This goes for non employees such as students and applicants.
- Ride-hailing services such as Uber may be used instead of a taxi.
- Email travel @atu.edu prior to requisition entry and car rental reservation to obtain the required approval for the rental.
- Fuel receipts submitted for TR-1 reimbursement must display the date, place of purchase, and price per gallon.
- Meal reimbursement must be requested at the lessor of the amount spent or the GSA limit. Meal receipts are held in the department and not submitted with the TR-1.

Arkansas Tech University Travel Policy



ARKANSAS
TECH
UNIVERSITY

Travel Services
479.356.6209

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To be eligible for reimbursement, Arkansas Tech University travel expenses for individuals must be reasonable, necessary to accomplish the University's mission, and demonstrate a benefit to the University as an institution of higher education for the State of Arkansas. Arkansas Tech is a public institution, therefore, all expense records, regardless of fund source are open to the public via the Arkansas Tech University open checkbook webpage mandated under A.C.A. §6-61-135 and under the Arkansas Freedom of Information Act. Expenses are also subject to annual review by Arkansas Legislative Audit. Nothing in this policy is intended to supersede Arkansas Law or regulation.

Responsibility and Accountability for Travel Authorizations and Disbursement

In accordance with A.C.A. §19-4-902 the authority of authorizing and approving travel expenses is placed with the administrative head of the institution and allows for this authority to be delegated. Arkansas Tech University has delegated authority to the Travel Administrator who serves in this capacity for all ATU campuses. Record of this delegation shall be maintained on file with Travel Services and be updated as personnel changes require.

Employee Travel Reimbursements

Standard Reimbursements for State Employees

Officials and employees may be paid travel expenses when required to travel away from their "official station" on State business. "Official station" is the geographic location or "address" where the employee normally reports for duty and/or spends the majority of his/her productive time and must be designated as such in writing by the employer. An employee's "residence" shall be the city or town in which the individual has an abode or dwelling place. All employee travel reimbursement claims must be completed for payment to the individual traveler. One employee may not include on his/her travel payment request the expenses of another employee. Example: If individuals are sharing a cab, then a receipt must be obtained by both travelers and divided equally and submitted for reimbursement on each TR-1 form.

Individuals seeking Travel Reimbursements must make the request using a TR-1 form. The TR-1 form originates with the State of Arkansas Department of Finance and Administration and any modifications of this form must be approved by the Office of State Accounting-Department of Finance and Administration. Travelers may not modify the TR-1 form in any way. Any modified form that is submitted to Travel Services will be rejected in its entirety. This form is to remain available to all campuses via the Travel Services website.

No expenses for meals or lodging will be allowed within the city or town of the employee's "official station" unless approved in writing by the agency head as a "special authorization," under A.C.A. §19-4-903. The written justification must show the benefit to the State. Under no circumstances should the maximum daily federal per diem rates be exceeded.

Guidelines for TR-1 Travel Reimbursement Form

The TR-1 is the standard form to be utilized by all state officials, including board members and employees, for the purpose of claiming reimbursement for travel expenses incurred by the traveler for meals, lodging and mileage on personal vehicles used in connection with the official business of the State/University. This form is also to be used for itemizing any miscellaneous expenses incurred by the traveler. A recapitulation of all expenses incurred by the claimant will appear on this form. Where non-state employees and other official guests of the State are authorized to render service on behalf of the State, their names and expenses will be set out on form TR-1. If, in addition to his/her expenses, a non-state employee performs official service for which he/she is paid a fee, the travel reimbursement process is not to be used to pay the fee, but his/her invoice for professional services is to be paid in the usual manner on the general expense document with the proper professional invoice attached. The following procedures will be utilized in submitting claims for reimbursement:

- A. All travelers requesting reimbursement must complete a TR-1 form or equivalent.
- B. All forms must be prepared electronically, handwritten TR-1s are not acceptable. The original, bearing the traveler's signature is required. The traveler should retain a copy.
- C. Where charges for transportation, lodging, and conference registrations are not billed directly to the University, the following documentation is required for reimbursement.
 - 1. Reimbursement for transportation must be supported by an original ticket number on a vendor document describing the travel and indicating the cost.
 - 2. Reimbursement for lodging must be supported with a hotel document indicating the lodging specifics and display a zero balance due.
 - 3. A descriptive vendor document must support reimbursement for conference registrations.
- D. Primary responsibility for authenticating travel reimbursement claims rests with the Travel Administrator.
- E. All claims for reimbursement of expenses must be itemized and attested to by the claimant and approved by Travel Administrator.
- F. If an airline charges a baggage fee for the first checked bag of the traveler, then the University will reimburse the traveler for the charge. Fees for a second checked bag must be paid by the traveler and are not eligible for reimbursement.

Limits for Meals and Lodging

Please note that travel reimbursement is NOT a per diem and is to be claimed for actual expenses for meals and lodging not to exceed the maximum allowable rates as listed in the federal travel directory plus applicable sales tax. The maximum allowance for meals INCLUDES taxes and up to 15% tip. Lodging rates per the Federal Travel Directory EXCLUDE room tax and should be exceeded only by the room tax

amount. While, room taxes are not included in the federal per diem rate they may be claimed for reimbursement with proper approval. Lodging costs that exceed the rates listed in the Federal Travel Directory by more than room tax may not be paid without authorization by the Travel Administrator and must include a justification as to why it was in the best interest of the State to exceed the standard reimbursement rate. The actual reimbursement statement included on the ATU TR-1 is used for this justification and approval.

Meals

Reimbursement for meals is allowed only in connection with overnight travel whether in- state or out-of-state unless "special authorization," under A.C.A. §19-4-903, is given in writing by the Travel Administrator. Out of state travel in and of itself should never be the sole reason for "special authorization" under this section, rather as provided in A.C.A. §19-4-903, requests should be limited to those "rare occasions" where, for example, an employee is asked to perform unanticipated duties outside of his/her normal work schedule that are official in nature, such as attending special board meetings.

The maximum full day meal allowance (including tax and up to 15% tip) cannot exceed the federal per diem rate depending on the destination location. For partial days, meals charged must be in proportion to the time in travel status and may not exceed the maximum for applicable meal(s) stated in the Federal Travel Directory for the location(s). Actual meal expense receipts must be retained by the traveler or traveler’s department designee and be available for review by Legislative Audit upon request. Due to the frequency of trips and large number of miles traveled associated with performing routine job duties, student recruitment officers are exempted from this receipt requirement. Office of Admissions and Athletics will notify Travel Services of any personnel changes with student recruitment officers, so that an accurate list may be maintained at all times. Student recruitment officers are to follow all other University and State of Arkansas travel policies, procedures, and processes. Sponsors traveling with students and requesting reimbursement for student meals must retain all receipts. Individual student travelers are not required to retain meal receipts. These exemptions may be changed at any time due to misuse or cost reductions.

Partial days’ meal allowances (First and Last Day of Travel)

The traveler is only eligible for 75% of the daily allowance for meals on the first and last day of travel. The daily travel allowance at the destination location shall be used in the calculation of the limit for partial days. In accordance with the State travel regulations, actual expenses only are allowed, and the charges must be in proportion to the time in travel status not to exceed that allowed by the Federal Travel Regulations.

Meals Included in Conference Registration

Meal reimbursement requests must be reduced for meals provided as part of the conference registration by deducting the appropriate amount as shown under the Meals and Incidental Expenses (M&IE) breakdown at <http://www.gsa.gov/portal/content/104877>. Allowances may be made in writing to allow the traveler to claim meal reimbursement if any of the conditions below are met:

1. The traveler is unable to consume the meal provided because of medical requirements or religious beliefs.

2. The traveler purchased substitute meal(s) in order to satisfy their medical requirements or religious beliefs.
3. The traveler was unable to take part in the provided meal due to the conflict of official business.

Meal Reimbursement Without Overnight Stay

A traveler may be reimbursed for two meals up to 75% of the maximum daily allowance on day travel without an overnight stay. The following conditions apply:

1. The day travel period must be for 12 hours or more.
2. The traveler must demonstrate a benefit to the University that justifies the request in writing.
3. The request must be approved by the Dean or Department head. Standing approvals for specific positions may be issued to the Travel Services. Additional documentation and justification may be required for any meal reimbursement request without an overnight stay at the Travel Administrator's request.
4. As will all other travel policies, abuse or misuse of this allowance will subject the traveler to disciplinary action.

Lodging

Lodging Reimbursement is limited to the single room rate. If a room is occupied by more than one person, the single room rate must be noted on the receipt. The maximum daily allowance will be limited to the federal per diem rate depending on the location for both in state and out of state.

Transportation

Travel may be achieved by plane, train, bus, taxi, private vehicle/aircraft, rented or state-owned automobile; whichever method serves the requirements of the State most economically and advantageously. Reimbursement for out of state travel will be the lesser of coach class airfare or the established rate of private car mileage, based on map mileage (whether paper-based or electronic) when driven. Family members of travelers are not permitted to ride in vehicles rented by the University or in University owned vehicles. Travelers by commercial air shall utilize coach accommodations, except in those instances where first or business class accommodations would be more economical for the State. Instances where first class fare is utilized will require detailed justification and must be approved by the Travel Administrator. Commercial airline tickets should be purchased at least 14 days prior to travel if possible. Airline tickets purchased with less than a 14 day advance shall be explained in writing to the Travel Administrator and approved by him/her in writing prior to purchase. Agencies may pay or reimburse the traveler for checked baggage fees for the first bag only. Fees for additional or overweight bags must be paid by the traveler and are not eligible for reimbursement.

For trips where the destination is 400 miles or more from the employee's "official station," the minimum miles traveled per day to be eligible to collect a night's lodging must be 400 miles. The requirement to travel a minimum of 400 miles daily has no effect on in-state travel nor does it affect travel outside the State where the destination is less than 400 miles from the employee's "official station." It addresses the period of time the employee(s) spends "en-route" or in "travel."

Reimbursement for Use of Privately Owned Vehicle

Private vehicle mileage shall be reimbursed and computed, using map mileage from the mapping site published on the Travel Services website, between the travel site destination and the employee's official station or residence, if leaving directly from, or returning to, the residence, whichever is less. Mileage reimbursement for official use of a private motor vehicle may be claimed, listed separately on the TR-1, within the vicinity of any locale.

When privately owned motor vehicles are used for travel on official business, the traveler may claim reimbursement at the rate per mile established by the Chief Fiscal Officer of the State in effect during the time the travel occurred. The **shortest** major highway route based upon the mapping site used by ATU and published on the Travel Services website will determine the maximum mileage allowed.

The University will reimburse for official miles driven only. The University assumes no responsibility for any maintenance, insurance, operational costs, accidents, or fines incurred by the operator of the vehicle while on official business for the University.

Use of Travel Agent

The use of a travel agency is allowed, but not required when booking domestic or international travel arrangements. However, it is encouraged when booking more complicated international itineraries.

International Travel

All international travel must be approved by the traveler's Vice President. All international airfares must be purchased using a University Travel Card to insure that all necessary travel insurance is purchased. Travelers will consult Travel Services for direction on international travel arrangements.

Miscellaneous Expenses

Miscellaneous expenses, whether or not directly connected with travel (such as postage, small emergency supplies, etc.) may be allowed with adequate justification when necessary to the performance of official duties. Receipts are required.

Items Not Reimbursable

Expenses for personal entertainment, flowers, valet service, laundry, alcoholic beverages, cleaning, movies, or other similar services are not reimbursable. Communication expenses shall be allowed only when necessary for the transaction of official business and properly receipted. Expenses for rental of space, decorations, entertainment or other arrangements in connection with banquets held solely for the benefit of employees are not reimbursable. Petty cash funds cannot be used to make travel advances or reimbursements. Incidental items (such as parking, baggage fee, fuel, taxi, etc. and may be reimbursed using the TR-1 form with proper and sufficient documentation).

Expenses for Non-State Employees and Official Guests

A volunteer, non-state employee or an official guest of the State, whose activities or services benefit the State, may be allowed reimbursement for actual expenses for meals, lodging, transportation and incidental expenses when submitted on a TR-1. Travel reimbursement for these individuals may be approved with a written explanation of the activities by the Travel Administrator. It is the responsibility of the Travel Administrator to ensure these individuals are not being reimbursed from any other source for their travel expenses. Federal employees who travel for the state agency shall be regarded as a state employee and shall be reimbursed as such (i.e. not to exceed the federal per diem rates for meals as prescribed in the Federal Travel Directory). The TR-1 form should show that this employee is on the payroll of the Federal Government and assigned to the agency. Volunteers may utilize agency vehicles in the performance of their duties that benefit the University provided they are duly licensed in accordance with the requirements of all applicable state laws and have completed the required forms authorizing the operation of a state vehicle and the release to obtain his/her Traffic Violation Record as well as the University Volunteer Driver Waiver Form. Any reimbursement for mileage and/or payment of direct billed rental vehicle fees by Arkansas Tech University, University Agencies, Arkansas Tech Foundation, and any other organizations representing the University require that the driver complete all required forms authorizing the release of his/her Traffic Violation Record prior to travel.

Expenses of Students

In accordance with ACA 19-4-904 (d) state supported institutions of higher education may provide travel expenses for a group or number of students who, when accompanied by those who instruct the students in the fundamentals of a competitive sport and direct team strategy, must travel and be recognized as a cohesive unit representing not only their institution, but exemplifying the State of Arkansas in their behavior, attitudes, interests, presentation and conduct.

In these circumstances the payment of group travel expenses, including those of students and employees, may be authorized as follows:

1. Meals and lodging.
2. Transportation.
3. Entertainment, within reasonable limits, to ease the pressure on students of their objectives.
4. Costs of group activities, including gratuities, laundry, cleaning and favors, and other personal expenses to be paid from auxiliary funds not inconsistent with standards, rules, regulations, or prohibitions established by recognized national or state governing associations pertaining to the respective students and employees and the institutions they are representing.

Student Travel

Students traveling on official business for the University or on a University sponsored trip must be accompanied by an employee of the university to act as a sponsor for the trip. Students and sponsors may **not** share lodging accommodations. Students may share accommodations and employees or sponsors may share accommodations.

University Agency Travel

A request for reimbursement for allowable travel expenses from Agency Funds may be made using a check request. Certain arrangements may be booked and/or purchased using the ATU CTS Travel Card. Requests to use this card are to be made by completing the Agency Travel TCard Request form and submitting to Travel Services. Travel Cards issued to individual cardholders may not be used for travel arrangements to be paid for using agency funds without prior approval from Travel Services and the Accounting Office.

Board Member Travel Reimbursement

Travel expense reimbursement to Arkansas Tech Board of Trustees members is authorized and governed by ACA 25-16-901-908. When it is required of a board member to perform separate duties in connection with the official business of the agency and these duties are required at times other than official board meetings, then expense reimbursement will be allowed if approved by the board in accordance with ACA 25-16-902. Claims must be on a TR-1, or equivalent. The expense reimbursement for board or commission members shall not exceed the rate established for state employees. The University President may, for the convenience of the board members, pay for their meals and lodging when on official business for the state, and claim reimbursement for their expenses on a TR-1 form or equivalent.

Moving Expenses

ACA 19-4-522 (e) allows states supported colleges and universities to utilize maintenance and operation appropriations for the payment of moving expenses of employees, including new hires regardless of their location, reasonable payment for movement of household effects shall be made in accordance with the procedures prescribed herein. The term household effects as used herein does not apply to the movement of recreational vehicles, boats and other items not normally used in the home. Packing, crating, loading and unloading of household effects, as necessary, in addition to actual transportation expenses in accordance with Internal Revenue Service regulations are acceptable as part of the moving expense and may be paid. Please refer to [Publication 535](#). Payroll will be notified of all moving expenses and reimbursements. Reimbursement of costs for employee moving expense will be allowed only when the distance from the employee's place of residence, old duty station, and new duty station meet the guidelines of the Internal Revenue Service in effect at the time of the relocation for allowable moving expense.

1. Arkansas Code 19-4-522(e) allows the payment of employee moving expenses from state funds by institutions of higher education. Within the fiscal limitations of departmental units of Arkansas Tech University, a Dean, Vice President, or the President may authorize payment of up to \$5,000 in moving expenses for new faculty or non-classified staff employees. Any amount that exceeds this limit requires approval of the President or his or her designee. The terms of agreement for payment of moving expenses should be included in the letter of appointment and/or letter offering employment. The University's obligation applies to the movement of a "household" and does not constitute a separate allowance to each member of a family employed at the University. For detailed federal income tax information concerning moving expenses see <http://www.irs.gov/pub/irs-pdf/p521.pdf>

A. Allowable Costs:

1. Moving the employee's household goods and personal effects.
2. Travel, including lodging to accommodate immediate family members but **not** meals, from the former residence to the new residence. This includes one night of lodging upon arrival at the new home destination. Subsequent nights of lodging are the responsibility of the employee.
3. Since it is often more economical to ship books by parcel post, individuals should investigate the possibility and should keep receipts to submit with the request for reimbursement.
4. If the faculty or non-classified staff employee elects to move himself/herself rather than utilizing commercial movers, receipts should be kept for vehicle or trailer rental charges, gasoline and oil purchases, toll charges, and special labor charges (other than the faculty or non-classified staff employee himself/herself, or his/her family members) required in assisting with loading and unloading.

B. Non-Allowable Costs. The University does not share in the following costs:

1. Storage of personal effects at either end of the move.
2. Additional insurance coverage over and above the normally carried by commercial moving companies.
3. Moving of household effects from an address other than the home address from which the individual is moving.
4. Any subsequent moves from temporary to permanent housing.
5. The movement of recreational vehicles, boats and other items not normally used in the home.
6. Payment to self or friends/family of employee if employee elects to move himself/herself.

The University utilizes moving services under approved contracts. Move scheduling should be done as soon as possible upon acceptance of employment. If one of the University's contracted moving companies is not used, three written moving estimates must be secured and justification provided if the firm with the lowest estimate is not selected. Prior approval of a moving company in this instance must be obtained from the Procurement Office prior to the employee signing a contract. Failure to follow this provision may result in the university not paying any of the moving expenses.

Payment will be made directly to the moving company by the university, or reimbursement for moving household goods and personal effects may be made to the employee, up to the amount authorized for the move. Original receipts are required for all reimbursements.

Procurement Services will resolve problems encountered with the moving company with which ATU has a contractual agreement. If other moving companies are used, the employee may not have adequate protection for damage or leverage required to resolve problems. Regardless of how the employee manages a household move, moving expense payments to vendors of ATU employees must follow University Procedures.

During the move, the moving company may ask for guidance from the employee being moved. The employee must understand that verbal instructions to the moving company may constitute

a contract. ATU will not pay for verbal charges outside the written contract, and the employee will be solely liable. The employee will need to exercise caution to avoid this personal additional expense. When in doubt concerning a request from the moving company call Procurement Services at 479-968-0269.

The following steps should be followed by supervisors when household goods moving services are required by a new employee.

1. Inform your new employee in writing of the allotted amount the department is willing to pay for expenses and of the university preferred provider.
2. If the new employee does not wish to use the preferred provider, they must obtain three bids. Once they have received the cost estimates and selected the moving company, they should contact the ATU department they are working for with the information. If the moving company is not a current vendor, the department will need to complete a New Vendor Request Form. Once a T number has been established, the department should enter a requisition to the selected moving company with the following information:
 - A. Name and phone number of employee moving.
 - B. Quote number.
 - C. Date of move and any details needed to ensure successful move.
 - D. Copies of three estimates, if not using the University contracted moving company. If the employee is using the University contracted mover then a written quote should be submitted to assure that it is within the authorized budget before the move takes place. Any questions should be directed to Procurement Services before the employee signs the contract.
 - E. Location the employee is coming from and moving to.

Should an employee seek reimbursement for moving expenses he or she has incurred the following steps are necessary.

- A. Dean requests reimbursement allowance from Academic Affairs.
- B. If approved, Academic Affairs will reimburse actual allowable moving expenses up to the maximum allowance granted.
- C. Dean completes and approves Moving Reimbursement Request Form and forwards to person who will enter travel requisition for reimbursement expenses.
- D. Requisition is entered and approval form is forwarded to Travel Services via email, travel@atu.edu.
- E. Travel retains a copy for TR-1 reconciliation.
- F. Faculty member who is moving completes a TR-1 and submits it along with all receipts to department for approval signature, once approved the TR-1 is forwarded to Travel Services.
- G. Travel Services forwards a copy of TR-1 and approval form to Payroll.
- H. If Academic Affairs has previously agreed to a moving allowance, department then contacts Academic Affairs with actual reimbursable amount and requests a budget transfer.
- I. Travel Services processes the TR-1.
- J. Individual is reimbursed via paper check or direct deposit through Disbursing Office.

Direct Billing of Expenses and Travel Card Usage

Travel expenses for lodging, commercial transportation (air fare, bus, rail and rental vehicles), and conference registration may be direct billed to the University using the Central Travel Service Account (CTS) or an Arkansas Sponsored Business Travel Card (SBTC). The Central Travel Service Account (CTS) or "Ghost Account" (no card issued) is intended for air travel, conference registration fees, lodging, guarantee of lodging or rental vehicles (subject to written authorization by the travel administrator for the agency) (see **Rental Vehicles**). The Arkansas Sponsored Business Travel Card is a credit card requested by a state agency or institution of higher education and issued in an individual's name. The University is responsible for payment of this account. This card is intended for payment of expenses associated with official state/university business only. Meals are not a qualified expense allowed on any travel credit card issued by the State of Arkansas for an individual traveler. The University's Travel Administrator may request an exception in a written request for the exemption along with complete justification to the DFA - Office of Accounting Administrator for student group travel only. The Administrator, in consultation with the Administrator of the Office of State Procurement, will issue a decision within 14 days from receipt of request. At no time will an individual be allowed to exceed the federal per diem meal rate. The State will work with the bank currently holding the credit card contract to restrict the merchant codes allowing this type of charge. When common carriers (airplane, rail, rental auto or bus) are needed to transport persons on state business, the traveler should follow all TCard guidelines and procedures when making travel arrangements and have the agency billed directly using the Arkansas Sponsored Business Travel Card Account (SBTC) or the Central Travel Service Account (CTS). However, if this is not possible due to circumstances beyond the control of the traveler he/she may make and pay for the arrangements and request reimbursement. An employee may not be reimbursed for transportation expenses (tickets) prior to travel occurring except in cases where it is economically advantageous for the University, and with the prior approval of his/her travel administrator.

When expenses are directly billed to the University, the traveler shall enter a requisition to the vendor and submit all receipts and documentation, such as the approved departmental copy of the purchase order to Accounts Payable after travel has been completed.

State Travel Card Use

Approval for use of all credit cards rests with the Chief Fiscal Officer of the State. At the present time, the only state-sponsored cards approved for agency use are the "Arkansas Procurement 15 Card" (P-Card), the "Arkansas Sponsored Business Travel Card" (SBTC), the "Central Travel Service" Account (CTS) or "Ghost Account" and the State Fuel Card. Individuals on state business shall use the Arkansas Sponsored Business Travel Card (SBTC), Central Travel Service Account (CTS), or provide themselves with sufficient funds or personal credit cards for necessary travel expenses. Meals are no longer a qualified expense allowed on any travel credit card issued by the State of Arkansas for an individual traveler. As an institution of higher education in the state of Arkansas, Arkansas Tech University has the responsibility of and is required to report to the Chief Fiscal Officer of the State and the Division of Legislative Audit incidences of fraud and/or theft as required by law.

The travel card (TCard) is intended for official state travel-related use only and should never be used for personal purchases or to pay for someone else's travel expenses.

It is a State sponsored credit card used for making purchases related to official University travel such as:

- Airline tickets.
- Baggage fees-**First** checked bag only, state law limits baggage fee payment to one checked bag.
- Conference registration fees.
- Lodging-present a personal credit card for incidentals upon check-in.
- Parking.
- Rental car.
- Taxi, shuttle.

Non-Allowable Charges include, but are not limited to:

- Personal purchases of any kind.
- Airline tickets purchased for family members with plans to reimburse the University at a later date.
- First class airline tickets.
- Preferred airline seating assignments or boarding positions.
- ATM charges.
- Alcohol.
- Meals-without approval from the Office of State Accounting **and** ATU Administration and applies only to Student Group travel.
- Incidental Hotel Charges-movies, laundry, etc.
- Add-on entertainment purchases, such as tickets to a performance that can be purchased in conjunction with a conference registration.
- Purchases paid for with Agency Funds.
- Goods or services that should be purchased using an ATU Procurement Card.

For staff and faculty travel, meals remain a strictly reimbursable expense and may **not** be applied to the TCard. A full-time employee who travels frequently and/or travels with students may become a cardholder with approval from his or her department and V.P. An ATU employee traveling with students may request approval to charge meals on his or her TCard. This approval must be obtained from Arkansas Tech Administration and the Department of Finance and Administration Accounting Office. Meal amounts for ATU employees placed on the TCard may not exceed the per diem limits set by the State of Arkansas. Meals purchased for student athletes must be in compliance with all NCAA rules and regulations.

As an agency of the State of Arkansas, Arkansas Tech University is participating in this program that is designed to help reduce the amount of personal travel funds needed to purchase (airline tickets, baggage fees, lodging, parking, rental car fees, taxi and shuttle). It is intended that the TCard be issued to University full- time employees to enhance the University and departmental effectiveness or economy of operations. Liability for payment, total responsibility and accountability for TCard transactions resides at the department level. Personal purchases are strictly forbidden and may result in disciplinary action.

An exception to provision(s) established in this rule shall only be granted by the Chief Fiscal Officer of the State based on written request and justification from the administrative head of an agency or institution.

Rental Vehicles

The travel administrator shall authorize in writing, the use of rental vehicles only when it is more economical than taxi, airport shuttle, etc. Due to the frequency of trips and large number of miles traveled associated with performing routine job duties, student recruitment officers are exempted from this approval. Student recruitment officers are to consult current car rental procedures for guidance in renting a vehicle. Office of Admissions and Athletics will notify Travel Services of any personnel changes with student recruitment officers, so that an accurate list may be maintained at all times. Student recruitment officers are to follow all other University and State of Arkansas travel policies, procedures, and processes. These exemptions may be changed at any time due to misuse or cost reductions. ATU must use the statewide vehicle rental contract if one is in force. If a statewide contract is not in force when travel occurs, the University will use the lowest available rates. The Office of State Procurement issues contracts for vehicle rental. Use the link below to see the Travel Portal on the DFA-OSP website for additional information about contract arrangements.

<http://www.dfa.arkansas.gov/travel/Pages/groundTransporation.aspx>

Travel in University Owned Vehicles

ACA 19-4-905 and ACA 19-4-907 authorize the regulations promulgated regarding the use of state owned motor vehicles.

- A. Each state vehicle will contain a log that is maintained each time the vehicle is driven. The log should contain the following information: The driver's name, beginning and ending mileage, number of gallons and cost of fuel purchased, the cost and a description of any maintenance/ repairs, and remarks concerning any problems encountered with the vehicle.
- B. Self-service gasoline pumps shall be used to purchase fuel.
- C. Seat belts must be worn at all times by the driver and passengers.
- D. No smoking shall be allowed in state vehicles.
- E. The vehicle registration, insurance identification card, and Arkansas Motor Vehicle Accident Report form (SR-1) shall always be kept in each vehicle.
- F. Accidents must be reported to the driver's supervisor and the insurance carrier/designated risk management representative; whichever is appropriate for state vehicle insurance within 24 hours of the occurrence, or by the following business day. The supervisor shall comply with the procedures and reporting requirements of the Motor Vehicle Policies issued by the Office of Administrative Services of the Department of Finance and Administration.
- G. Traffic violations must be reported to the driver's supervisor within 24 hours of the occurrence, or by the following business day.
- H. Authorization to operate a state vehicle is given only to employees who are duly licensed in accordance with the requirements of all applicable state laws, and who have completed the authorization to obtain the Traffic Violation Record and Vehicle Operation forms.
- I. All policies, records, reports and procedures Issued by the Department of Finance and Administration regarding use of vehicles allowed under the Governor's Policy Directive shall be strictly complied with. Any exceptions to the use of state owned vehicles shall be in compliance with the Governor's Policy Directive regarding the use of state vehicles.

NOTE: Motor vehicles that are for special use and confined to specific areas such as University maintenance facilities may be exempted from item A. Those vehicles fueled from bulk tanks are exempted from item B. It is the responsibility of the head of the agency or institution to ensure that adequate records of use and service exist to account for the whereabouts and expenses of such vehicles. Use of all state-owned or state-leased motor vehicles shall be for official business use only.

Travel Cash Advance

Travel Cash Advances will be issued on a limited basis and are restricted to those traveling with student groups and must be over \$100 in value. Individual travelers are not subject to receiving a cash advance for domestic travel. Exceptions may be made to this rule under certain circumstances and with the approval of the traveler's Vice President. If traveling internationally, then the traveler may be issued a travel cash advance. All advances may be subject to approval by the travel advance custodian. In accordance with ACA 19-4-1008, the Chief Fiscal Officer of the State may approve the establishment of a revolving fund by an agency, department, board, commission, or institution to be used to make advances of expense funds for authorized travel by officials, employees of state agencies, boards, commissions, and institutions of higher learning, and students when travel is in conjunction with institution sponsored events or programs. All new commercial bank accounts must be reviewed and approved by DFA prior to opening the account. The responsibility of ensuring that only authorized expenditures are paid by the use of any advance from an established revolving fund and the collection of advances made from a revolving fund ultimately rests with the administrative head of the board, commission, agency, department, or institution. The administrative head of the board, commission, agency, department, or institution may appoint a travel administrator to administer travel functions within their activities. However, the responsibility for taking corrective measures for any abuses discovered rests with the administrative head of the board, commission, agency, department or institution. In addition, a travel advance custodian must be designated who will be responsible for operating, maintaining and processing all transactions in the account(s). The cost of registration and conference fees may not be included in the travel advance request. University personnel who hold an approved state Sponsored Business Travel Card (SBTC) are not allowed to use the Travel Advance fund for airfare, lodging or vehicle rental. Should it become necessary for a cardholder to apply for a travel advance for items other than those stated above, a letter of request from the traveler's immediate supervisor will be submitted to the Travel Advance Fund custodian justifying the advance by explaining why anticipated expenditures may not be charged to the traveler's credit card. For individuals responsible for group activities, such as student travel, issuance of a Sponsored Business Travel Card (SBTC) to that individual is acceptable. Meals are no longer a qualified expense allowed on any travel credit card issued by the State of Arkansas for an individual traveler.

Amounts to be advanced: Travel Advance Revolving Funds may be utilized to make advances of amounts not to exceed 50% of the total anticipated travel expenses not including those expenses that are direct billed to the agency or charged on either the "Ghost Account" or Central Travel Service Account (CTS) or Sponsored Business Travel Card (SBTC).

Where practical, Travel Advance for travel within Arkansas: The traveler is allowed to request up to 50% of anticipated meals and other travel expenses except airfare, lodging, vehicle rental or conference registration. These items should be direct billed to the agency using the Sponsored Business Travel Card (SBTC) or Central Travel Service Account (CTS).

Travel Advance for travel within the Continental United States: The traveler is allowed to request up to 50% of anticipated meals and other travel expenses except airfare, lodging, and vehicle rental or conference registration. These items should be direct billed to the agency using the Sponsored Business Travel Card (SBTC) or Central Travel Service Account (CTS).

Travel Advance for travel outside the Continental United States: The traveler and/or group is allowed to request up to 75% of anticipated travel expenses, less airfare and lodging, if traveling to a destination where access to the Sponsored Business Travel Card (SBTC) or other electronic means of accessing funds is not available. If access is available, then the traveler and/or group is only allowed to request up to 50% of anticipated travel expenses less airfare and lodging. Travel expenses for airfare and lodging should be direct billed to the agency using the Sponsored Business Travel Card (SBTC).

NOTE: Travel advances for student/client/group activities as defined by ACA 19-4- 904 (d) may be made for 90% of the anticipated expenses that are not to be direct billed to the institution. Where practical, issuance of a Sponsored Business Travel Card (SBTC) to the individual responsible for the group activity is acceptable with the card being maintained in the Travel Office and checked-out/returned after each travel season. Arkansas Tech shall require employees and/ or students to file an agreement authorizing the agency/institution to recover any amounts advanced for travel expense purposes from the amounts claimed and allowed the employee or student as reimbursement for actual expenses incurred, or add them to the receivable account of the student.

Requests for Cash Advance shall be made by completing a requisition to the traveler's T number and agreeing to terms of the Travel Cash Advance Agreement Form.

Repayment of travel advances will be made according to the following guidelines:

- a) A Travel Reimbursement form, TR-1, or equivalent should be filed within ten (10) working days after the traveler returns to his/her official station. Failure to submit the TR-1 or equivalent to the proper unit in a timely manner may result in the traveler being permanently barred from utilization of the Travel Advance Fund.
- b) Anyone who has been issued a Sponsored Business Travel Card (SBTC) and who obtains a travel advance, without first obtaining written authorization from his/her supervisor, may be permanently barred from the Travel Advance Fund.
- c) If the traveler is no longer employed by the issuing organization and the travel advance has not been repaid by the borrower, the debt will be forwarded to the proper unit within the University for collection.

Regulation and Policy Updates and Distribution

Travel regulations will be updated as necessary under the authority of the Chief Fiscal Officer of the State and the Arkansas Tech University Executive Council. The Department of Finance and

Administration, Office of Accounting will prepare all updates and distribute the updates to the regulations via e-mail distribution notification to state agencies and institutions and Travel Services will prepare all updates and distribute electronically via the departmental website www.atu.edu/travel to ATU campuses any updates to University Travel Policy. The purpose of the appendices is to provide pertinent information that is subject to frequent change, such as forms, mileage/hotel reimbursement rates and website addresses. The regulations will be placed on the Department of Finance and Administration official web site <http://www.dfa.arkansas.gov/Pages/default.aspx> but shall also be made available in hard copy form upon request.

ATU Travel Policy Quick Facts

Actual Meal Expense Reimbursement

If the traveler's meal expense falls below the per diem rate allowed, that amount must be recorded on the TR-1. It is not acceptable to record meal reimbursement amounts that exceed what the traveler has actually spent. TR-1's that contain per diem limits for each meal should only be submitted to Travel Services if the traveler has exceeded the per diem limits on every meal. Receipts must be retained by the traveler or by a designee within his/her department such as an administrative assistant and be available for audit by Travel Services or Legislative Audit upon request. See Travel Policy page 3.

Meal Reimbursement Without an Overnight Stay

ATU will now allow for meal reimbursement without an overnight stay under specific circumstances. A traveler may be reimbursed up to 75% of the maximum daily allowance under these conditions.

1. The day travel period must be for 12 hours or more.
2. The traveler must demonstrate a benefit to the University that justifies the request in writing by completing and submitting to Travel Services the [Day Travel Without Overnight Stay Form](#). All meal receipts must be attached to this form and a separate form must be turned in for each day of travel.
3. The request must be approved by the Dean or Department head. Standing approvals for specific positions may be issued to Travel Services. Additional documentation and justification may be required for any meal reimbursement request without an overnight stay at the Travel Administrator's request.
4. As will all other travel policies, abuse or misuse of this allowance will subject the traveler to disciplinary action.

See Travel Policy page 4.

Students Traveling with Sponsor

Students traveling on official business for the University or on a University sponsored trip must be accompanied by an employee of the university to act as a sponsor for the trip. Students and sponsors may not share lodging accommodations. Students may share accommodations and employees or sponsors may share accommodations. See Travel Policy page 6.

International Travel

All international travel must be approved by the traveler's Vice President. All international airfares must be purchased using a University Travel Card to insure that all necessary travel insurance is purchased. Travelers will consult Travel Services for direction on international travel arrangements. See Travel policy page 5.

Moving Expenses

Guidelines on moving newly hired faculty and staff include:

1. \$5,000 cap on moving expenses unless approved by the President of his/her designee.
2. Moving of only household goods as allowed by AR State Law.
3. Procedures for employee reimbursement of moving expenses.
4. Travel and lodging reimbursement from former to new residence.

See Travel Policy page 7.

Arkansas Tech University
Travel Procedural Manual



Travel Services
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This manual is published by Travel Services to aid faculty and staff members in the planning and reimbursement process for allowable university travel expenses. The information presented is intended to neither address every employee or student travel situation nor circumvent the Travel Policy. It is designed to be most helpful if viewed online which allows for the reader to take advantage of links made available to additional sources. If you have not read the [Arkansas Tech University Travel Policy](#) please stop and do so now before continuing with this manual.

Travel Authorizations and Disbursement

Standard Reimbursement for State Employees

Travel reimbursement must be made by using a TR-I form. The main function of Travel Services at ATU is to process travel requisitions and TR-I's in a timely and accurate manner and in accordance with ATU policy and State of Arkansas law for those who are authorized to carry out official duties. No meals or lodging will be allowed within the town of the travelers "official station". One state employee cannot pay for another state employees expenses which includes lodging, meals, and or taxi expenses. Travelers cannot be reimbursed for personal travel or travel that could be construed as a possible conflict of interest. Employees may be reimbursed travel expenses when they are required to travel away from their "official station" on university business. Travel requisitions and/or TR-Is may only be processed when all state and university-required approvals and/or documents have been completed and received by Travel Services. This manual's information will serve as basic travel processing guidelines for all University departments.

Any expenses that are determined to be personal in nature will be the responsibility of the traveler and the state will not reimburse the traveler for such expenses. If the expense is paid by direct billing the portion that is determined to be personal will be prorated and the traveler will be required to reimburse the university. This includes but not limited to lodging, meals, and rental cars. Expenses for personal entertainment, flowers, valet services, laundry, alcoholic beverages, cleaning, movies, and a tip for taxi cannot be reimbursed with state funds. Miscellaneous expenses, whether or not directly connected with travel (such as postage, small emergency supplies, etc.) may be allowed with adequate justification when necessary to the performance of official duties. Receipts are required.

Employees traveling on official business must complete and sign the Authorization to Operate State Vehicles and Private Vehicles on State Business VSP-I form, also known as the [Driver Authorization Form](#), if they have not already done so when hired.

Purchasing Travel Arrangements

When travel is anticipated, a travel requisition must be completed for the estimated total cost and dates. This requisition should be submitted as soon as possible to allow sufficient time for processing. How many requisitions are needed depends on the type of travel being completed. For expenses that will be reimbursed to the traveler a requisition to that traveler's T Number is required. For any expenses placed on a TCard (see next paragraph), a requisition to Bank of America is required.

Travel arrangements may be purchased two ways. The traveler may purchase certain arrangements themselves and request reimbursement or they may be charged to a University Travel Card (TCard). Travel reimbursement may not be allowed for certain purchases, such as international flights, which

must be purchased using a University TCard. On the other hand, for employee travel, meals will always be a reimbursable as they are not permitted to be charged to a TCard. If you have a question about the best way to purchase a specific arrangement, please contact Travel Services.

So, as a traveler what do I need to do to prepare and receive reimbursement for my university travel expenses? The process you will need to follow will vary slightly depending on the type of travel you will be completing. The following sections offer instructions for completing various types of University travel.

Employee Conference Travel

Answer the following questions to help prepare for your trip.

Once you have determined the best and most cost effective options for your trip enter one requisition using your T number for all reimbursable expenses and if the ATU Travel Card is being used, one requisition to Bank of America (T01007859) for all charges placed on the TCard.

- 1. How should I pay for my conference registration?** Register for your conference using a P-Card, T-Card, or by submitting a travel requisition to the host of the conference. Instructions for P-Card purchase can be found [here](#) and requisition guidelines are posted [here](#).
- 2. How should I travel to the conference? Drive or fly?**
 - Drive.** The [Enterprise calculator](#) can be used to evaluate if it will be most cost effective to drive your personal car and obtain reimbursement or if a rental car is the best option.
 - i. If driving your car, please include the mileage estimate reimbursement on your reimbursement requisition. If renting a car, please follow the instructions [here](#).

Fly. Airfare may be purchased using an ATU Travel card or your personal credit card (for domestic flights only). If using the ATU Travel card, you must enter a requisition to BOA, using the guidelines in the [Banner manual](#). If you are using your personal credit card and requesting reimbursement, include the airfare in the requisition completed to your T Number. ***All airline tickets must be purchased using a 14-day advance, or have special authorization.***

Airfare must not be booked on your personal card until you receive approval from Travel Services. Every effort will be made to respond promptly as we realize airfares change daily. If using the ATU ghost travel card, you will receive an email confirmation of your flight.

- i. Using an individual or departmental card the reservation may be booked **only after receiving a departmental copy of the purchase order to BOA for the airfare.**

3. If I am flying, do I need a rental car?

- a. You may need a rental car if shuttle or taxi transportation to your hotel exceeds the rental car fee or if you need transportation to and from your conference location from the hotel. If one of these situations exist, and you would like to reserve a rental car please follow these [instructions](#).

4. Is my conference located at a hotel, or do I need reserve a room at a nearby property?

- a. If your conference location is within or adjacent to a hotel, this may be the best property to reserve for your stay. Be sure to secure the conference rate as these rates most often offer a savings to the University.
- b. If your conference location is not held at a hotel, then you will need to evaluate the location of the other properties and transportation options (complimentary shuttle service, etc.) offered to and from the conference location and secure the most cost effective rate.
- c. **Purchasing your lodging.** Lodging is most often purchased using your personal credit card, or ATU travel card and the lodging amount included in your reimbursement requisition or reconciled on the TCard log. If using a departmental travel card or ghost card, you must complete a requisition to BOA and the the hotel notification letter and forward to your hotel once reservation is secured. The ATU ghost travel card can be used to purchase hotel stays when purchased in conjunction with airfare from a website such as Expedia. When booking through Expedia the hotel and airfare combined must be less expensive than if purchased separately. Expedia hotel rate cannot exceed the conference hotel rate and still require a credit card to be presented for incidentals upon check-in.

Meals included in Conference Registration

It is best practice to take advantage of any meals included in your conference registration. However, there are times when this is not possible due to one of the conditions below being met. If you have one of these circumstances, you must submit an agenda/program of any conference for which an employee is requesting meal reimbursement requests be included with the TRI.

1. The traveler is unable to consume the meal provided because of medical requirements or religious beliefs.
2. The traveler purchased substitute meal(s) in order to satisfy their medical requirements or religious beliefs.
3. The traveler was unable to take part in the provided meal due to the conflict of official business.

Required Requisitions

1. **Charges that will be reimbursed to you.** Complete one requisition to your T number for reimbursement of allowable charges you will incur as a result of the trip. Meal expense is a strictly reimbursable expense, so you will **always** have a requisition that will include an

estimate of your total meal expense for the trip. **This requisition may also include any allowable lodging, transportation, baggage fees, shuttle or taxi service, parking expenses (etc.) for which you will request reimbursement.** Once this requisition receives the appropriate approval it will be converted to a purchase order and you will receive a departmental copy of the PO via email. You must retain a copy of this PO and submit it with your TR-I when you return.

2. **Charges placed on an ATU Travel Card.** Complete one requisition to BOA for all charges placed on an ATU TCard. Once this requisition receives the appropriate approval it will be converted to a purchase order and you will receive a departmental copy of the PO via email. These charges will not appear on your TRI for reimbursement, so you do not have to include a copy of this PO with your TRI.

Following your return please complete your TRI and submit all applicable receipts to Travel Services along with any additional documentation.

Example: Jerry travels only 1-2 times per year on University business, so he does not have an individual TCard and his department does not currently have a departmental card. He needs to attend a conference in Tulsa, OK in a few weeks. He asks his departmental administrative assistant to purchase the registration on her PCard. She does so following the PCard registration guidelines. Since the conference is a short drive to Tulsa, Jerry will not need to fly. He follows the rental car instructions to determine if he should drive and request mileage reimbursement or rent a car from Enterprise. The calculator determines that renting a car is less expensive than personal mileage reimbursement and since he does not have access to a departmental TCard or Individual TCard he contacts Travel Services and requests the use of the Ghost card. He then enters a requisition to BOA for the use of the ghost card. He then contacts the conference hotel and secures a reservation using his personal card and enters a requisition to his T number for the hotel fees, meals, and parking that he will expense on his TR-I after he returns from the trip. No requisition is necessary for the registration, as this was placed on a PCard and requisitions are not required for PCard purchases. Within five days of his return, Jerry completes his TR-I recording only his **actual** meal expenses, up to the per diem amounts and retains his meal receipts for two years in case they are audited. Jerry records the per diem limits for only the meal expenses that exceed the per diem limits. He also lists his hotel fees and parking. This signed TR-I along with a copy of his signed departmental PO made out to his T Number, hotel bill showing a zero balance, and parking receipts are submitted to Travel Services. He provides the itemized receipt for his rental car to travel@atu.edu to reconcile his ghost card charge.

Example: Goldie travels 5-6 times per year on University business. She does not have an individual TCard, but has access to her departmental TCard. She needs to attend a conference in Los Angeles, CA in a few weeks. She will need an airline ticket and hotel reservations which she can secure using the departmental TCard. She begins by selecting flights that she would like to purchase. She then issues one requisition to BOA for the flight, hotel fees and shuttle expenses noting on the requisition that she will be using a departmental TCard and one to her T Number for meal reimbursement. She submits the flight information to her administrative assistant for booking and ticketing. Since she is using the departmental TCard for her hotel stay, she completes the hotel notification form and submits to the hotel. This is necessary to let the hotel know that she will be charging her stay to a card that she will not be carrying. Goldie presents a

personal card at the hotel during check-in for incidentals. Upon her return she submits the hotel receipts showing a zero balance and shuttle receipts without tip added to her TCard custodian for card reconciliation. Goldie completes her TR-I listing actual meal reimbursement amounts up to the per diem limits, attaches the PO issued to her T Number with an approved signature to Travel Services for reimbursement. She retains the meal receipts for two years in case they are audited.

TR-I Completion

Upon completion of your trip, you must submit any expenses for reimbursement using a TR-I form. Expenses are itemized for each day of travel and it must be signed by you and your supervisor. Receipts for the following items must be included in your TR-I.

- Lodging, displaying a zero balance
- Commercial airfare, including the itinerary, name of passenger, E-ticket number, and price
- Train
- Registration Fee
- Car Rental
- Taxi
- Misc. items purchased while traveling. A detailed explanation of these items is required.
- Parking
- Checked baggage fee. ATU will only reimburse for the first checked bag.
- Conference Agenda
- Meals-**ONLY** if student groups, meals that qualify as official functions, or meal without an overnight stay reimbursement. All other meal receipts are to be retained in the department for two years and be available for audit upon request.

Personal Mileage

Prior to leaving on a trip that will require you to request reimbursement for mileage driven in your personal car, you must complete a requisition to your T Number using published mileage reimbursements and mileage charts, or ATU designated mapping site to obtain mileage for your calculations. You will also be required to have a [Driver Authorization Form](#) on file with Travel Services. See [How do I request mileage reimbursement?](#) for detailed instructions. Failure to complete any of these processes may result in rejection of reimbursement request.

Personal Vehicles and Insurance Coverage-Employees should be aware that when using personal vehicles on state business, their personal automobile insurance is the primary coverage. It is the responsibility of the employee to contact their insurance agent to confirm if "business use" coverage is required. In no circumstances does the State of Arkansas insurance contract provide physical damage coverage for personal vehicles.

Accidents and Traffic Violations-Drivers must report all traffic violations and accidents while driving on University business immediately to the claims office listed below.

Meal Reimbursement Without an Overnight Stay

Under certain circumstances ATU will allow for meal reimbursement without an overnight stay. You must complete the following steps to request reimbursement.

1. Prior to your day travel, you must enter a requisition to your T Number for no more than 75% of the GSA per diem limits for the city you will be visiting for the two meals that you will be having. You may not submit for all three meals of the day.
2. Your day travel must be for 12 hours or more.
3. You must demonstrate a benefit to the University that justifies the request by completing the Day Travel Without Overnight Stay Form.
4. This form including approval signatures along with all meal receipts must accompany your signed PO and be submitted to Travel Services

Student Travel

Students traveling on official business for the University or on a University sponsored trip must be accompanied by an employee of the university to act as a sponsor for the trip. Students and sponsors may not share lodging accommodations. Students may share accommodations and employees or sponsors may share accommodations. See Travel Policy page 6.

Below you will find the necessary links to process requests, book your travel needs, and comply with student travel guidelines at ATU. Faculty, staff, and students are responsible for following all travel guidelines within their department.

Resources

[Driver Authorization Form](#)

[Agency Travel Arrangement TCard Request Form](#)

Registered Student Organization (RSO)

If you are traveling for a Student Organization, please refer to the links below on how to book your travel, how to register through the Link, who is the responsible party while on the trip, and the rules associated with traveling for university-related trips. The below student acknowledgment should be signed when booking your travel.

<http://www.atu.edu/rso/docs/TravelEventRegistrationGuide.pdf>

<http://www.atu.edu/rso/docs/StudentAcknowledgementForm.pdf>

Non-Athletic Travel

State-supported institutions of higher education may provide travel expenses for groups when those who instruct the students accompany them. The sponsor/instructor must complete a Travel Requisition to BOA for lodging, meals, rental car (if applicable) by estimating expenses for the entire group. A written explanation of the activities for these individuals should be noted on the Travel Requisition in the document text field. If needed, a Travel Requisition can be completed to the sponsor/instructor's T Number for a group cash advance and is calculated as 90% of total estimated expenses. All receipts must be turned in to Travel Services. If money remains out of the cash advance, it must be deposited back into the correct budget at Student Accounts and the receipt turned into Travel Services. Student group travel may be used only for off-campus events and is restricted to students and official faculty/staff members only.

Athletic Travel

State-supported institutions of higher education may provide travel expenses for groups when those who instruct the students in fundamentals of a competitive sport and direct team strategy accompany

them. A Travel Requisition should be submitted to BOA for meals, lodging, and rental car (if applicable) with estimated expenses for the group with the team coach as the traveler. The team roster must be attached to the Purchase Order after you return from the trip. Cash advances are given only to those coaches who do not have a TCard. An athletic group advance is calculated as 90% of total estimated expenses. All receipts must be turned in to Travel Services. If money remains out of the cash advance, it must be deposited back into the correct budget at Student Accounts and the receipt turned into Travel Services. Group travel may be used only for off-campus ATHLETIC events and is restricted to team members and official staff members.

Example of Student Travel

Before your Trip:

- A student must be accompanied by a University employee to act as a sponsor for the trip.
- Electronic **requisitions** are issued to the student for meal reimbursement and to the sponsor for any reimbursable required for the trip with who, when, where, why, and what is being reimbursed.
- The *requisition must be approved* by all parties before your trip and turned into a purchase order and contain the following information.

First requisition is to the student and is entered using his/her T number as the vendor.

Vendor: Jane Doe (T Number)

Who: Student Jane Doe

When: December 1-3, 2017

Where: Hot Springs, AR

Why: Skills USA Conference

What: Meals: \$65.00

Lodging: Sponsor paying R129555

Total: \$65.00

Next, do another requisition for the sponsor.

Vendor: John Smith (T Number)

When: December 1-3, 2017

Where: Hot Springs, AR

Why: Sponsor for Jane Doe, student to Skills USA Conference

What: Lodging for 2 people, \$350.00 for 3 nights, student Jane Doe R129554

Meals: \$65.00

Mileage: \$61.32

Total: \$476.32

Traveling with students using a Travel Card

- Enter an electronic **requisition** with who, when, where, why, and what is being reimbursed.
- The *requisition must be approved* by all parties before your trip and turned into a purchase order.

An example of how to do a requisition when using a Travel Card with student group

Vendor: T0100251 US Bank

Who: John Smith and 6 Students

When: December 1-3, 2017

Where: New York, NY

Why: 2017 Blueprint for Success: Preparing for College, Work & Beyond

What: Meals: \$400.00 (meals receipts have to be itemized)

Lodging: \$1500.00 (zero balance)

Baggage: \$350.00

Taxi: \$250.00

Parking: \$30.00

Total: \$2530.00

You cannot get a Cash Advance if you have a Travel Credit Card when traveling with students.

- Non-Tcard holders may get a Cash Advance for meals when traveling with students. 90% of total of meals (i.e. 90% of \$400.00 cash advance is \$360.00).
- Enter a requisition to the sponsor that is traveling with students as the vendor.

Vendor: John Smith

Who: Sponsor, John Smith

When: December 1-3, 2017

Where: New York, NY

Why: 2017 Blueprint for Success: Preparing for College, Work & Beyond

What: Cash Advance for student meals

Total: \$400.00

During your trip:

- **Keep all original receipts**, must be itemized for reimbursement. Include Conference agenda/program documentation. Proof of registration stating the amount paid. Make sure the lodging has a zero balance. If you share a Lodging or taxi, you must provide proof of payment by splitting the expense.

After your trip:

- Make copies of all your receipts for your records.
- Submit all original itemized receipts for reimbursement (airfare, lodging, meals, taxi, parking, registration, and baggage)
- Original itemized meal receipt will be kept on file in your department for audits. If you claim a meal and do not have the correct meal receipts you will have to reimburse the University back for the Expenses.
- Complete an electronic TRI attaching the itemized receipts for reimbursement expenses.
- Attach a Non-State form if it is for Students or Non-State employee of the University.
- Turn in TRI to Travel Services with original signatures of Traveler and Supervisor on TRI and along with a Departmental copy of Purchase Order with signature.
- You will need to do an electronic Travel Card Transaction Log if you used a Travel Card for your travel expenses.

Limits for Meals and Lodging

Travel reimbursement for meals is not a per diem it is a meal allowance that is not to exceed the maximum per diem rates. Think of per diem rates as your reimbursement ceiling. You may spend all you like on a meal, but your reimbursement stops once it hits the ceiling. Because of this, you must record only the dollar amount spent for each meal using the per diem rates for the area you visit as the maximum allowance. It is only acceptable to expense the per diem maximum for a meal on which you have exceeded that maximum. Original receipts are not to be turned in with your TR-I for meal reimbursement with an overnight stay (see page 5) , but must be retained in your department either by you or a designee for two years and be available for audit upon request either by Travel Services or Legislative Audit.

Reimbursement per diem limits are reduced on the first and last days of travel to 75% of the total. Please be aware of this when planning your meal reimbursements on your requisition and completing your TR-I. Meal and Lodging per diem charts are available at www.atu.edu/travel and are updated yearly as per diem rates change.

Use of Travel Agent

The use of a travel agency is allowed, but not required when booking domestic or international travel arrangements. However, it is encouraged when booking more complicated international itineraries.

International Travel

All international travel must be approved by the traveler's Vice President. All international airfares must be purchased using a University Travel Card to insure that all necessary travel insurance is purchased. Travelers will consult Travel Services for direction on international travel arrangements.

Expenses for Non-State Employees and Official Guest

A volunteer, student, GA, non-state employee, or an official guest must have a [Non-State Form](#) turned in with their TRI with original signatures for reimbursement from state funds.

University Agency Travel

A request for reimbursement for allowable travel expenses from Agency Funds may be made using a check request. Certain arrangements may be booked and/or purchased using the ATU CTS Travel Card. Requests to use this card are to be made by completing the [Agency Travel TCard Request Form](#) and submitting to Travel Services. Travel Cards issued to individual cardholders may not be used for travel arrangements to be paid for using agency funds without prior approval from Travel Services and the Accounting Office.

Board Member Travel Reimbursement

Travel expense reimbursement to Arkansas Tech Board of Trustees members is authorized and governed by ACA 25-16-901-908. When it is required of a board member to perform separate duties in connection with the official business of the agency and these duties are required at times other than

official board meetings, then expense reimbursement will be allowed if approved by the board in accordance with ACA 25-16-902.

The expense reimbursement for board or commission members shall not exceed the rate established for state employees. The University President may, for the convenience of the board members, pay for their meals and lodging when on official business for the state, and claim reimbursement for their expenses on a TR-1 form or equivalent.

Moving Expenses

Faculty and staff moving expenses are subject to the following guidelines. See Travel Policy page 7 for complete details and restrictions.

1. \$5,000 cap on moving expenses unless approved by the President or his/her designee.
2. Moving of only household goods as allowed by AR State Law.
3. Travel, including lodging to accommodate immediate family members but **not** meals, from the former residence to the new residence. This includes one night of lodging upon arrival at the new home destination. Subsequent nights of lodging are the responsibility of the employee.
4. If the faculty or non-classified staff employee elects to move himself/herself rather than utilizing commercial movers, receipts should be kept for vehicle or trailer rental charges, gasoline and oil purchases, toll charges, and special labor charges (other than the faculty or non-classified staff employee himself/herself, or his/her family members) required in assisting with loading and unloading

Non-Allowable Costs. The University does not share in the following costs:

1. Storage of personal effects at either end of the move.
2. Meals
3. Additional insurance coverage over and above the normally carried by commercial moving companies.
4. Moving of household effects from an address other than the home address from which the individual is moving.
5. Any subsequent moves from temporary to permanent housing.
6. The movement of recreational vehicles, boats and other items not normally used in the home.
7. Payment to self or friends/family of employee if employee elects to move himself/herself.

The following steps should be followed by supervisors when household goods moving services are required by a new employee.

1. Inform your new employee in writing of the allotted amount the department is willing to pay for expenses and of the university preferred provider.
2. If the new employee does not wish to use the preferred provider, they must obtain three bids. Once they have received the cost estimates and selected the moving company, they should contact the ATU department they are working for with the information. If the moving company is not a current vendor, the department will need to complete a New Vendor Request Form. Once a T number has been established, the department should enter a requisition to the selected moving company with the following information:
 - a. Name and phone number of employee moving.

- b. Quote number.
- c. Date of move and any details needed to ensure successful move.
- d. Copies of three estimates, if not using the University contracted moving company.
 - i. If the employee is using the University contracted mover then a written quote should be submitted to assure that it is within the authorized budget before the move takes place. Any questions should be directed to Procurement Services before the employee signs the contract.
 - ii. Location the employee is coming from and moving to.

Should an employee seek reimbursement for moving expenses he or she has incurred the following steps are necessary.

1. Dean requests reimbursement allowance from Academic Affairs.
2. If approved, Academic Affairs will reimburse actual allowable moving expenses up to the maximum allowance granted.
3. Dean completes and approves [Moving Reimbursement Request Form](#) and forwards to person who will enter travel requisition for reimbursement expenses.
4. Requisition is entered and approval form is forwarded to Travel Services via email, travel@atu.edu.
5. Travel retains a copy for TR-I reconciliation.
6. Faculty member who is moving completes a TR-I and submits it along with all receipts to department for approval signature, once approved the TR-I is forwarded to Travel Services.
7. Travel Services forwards a copy of TR-I and approval form to Payroll.
8. If Academic Affairs has previously agreed to a moving allowance, department then contacts Academic Affairs with actual reimbursable amount and requests a budget transfer.
9. Travel Services processes the TR-I.
10. Individual is reimbursed via paper check or direct deposit through Disbursing Office.

State Travel Card Usage

As mentioned on page 2, travel cards are one way that arrangements may be purchased. The Travel Card Program provides travelers a safe, effective, convenient, and commercially available method to pay for expenses incidental to official travel, including local travel. Approval for use of all credit cards rests with the Chief Fiscal Officer of the State. As an institution of higher education in the state of Arkansas, Arkansas Tech University has the responsibility of and is required to report to the Chief Fiscal Officer of the State and the Division of Legislative Audit incidences of fraud and/or theft as required by law.

The travel card (TCard) is intended for official state travel-related use only and should never be used for personal purchases or to pay for someone else's travel expenses.

It is a State sponsored credit card used for making purchases related to official University travel such as:

1. Airline tickets.
2. Baggage fees-**First** checked bag only, state law limits baggage fee payment to one checked bag.
3. Conference registration fees.
4. Lodging-present a personal credit card for incidentals upon check-in.
5. Parking.
6. Rental car.
7. Taxi, shuttle.

Non-Allowable Charges include:

1. Personal purchases of any kind.
2. Airline tickets purchased for family members with plans to reimburse the University at a later date.
3. First class airline tickets.
4. Preferred airline seating assignments or boarding positions.
5. ATM charges.
6. Alcohol.
7. Meals-without approval from the Office of State Accounting **and** ATU Administration and applies only to Student Group travel.
8. Incidental Hotel Charges-movies, laundry, etc.
9. Add-on entertainment purchases, such as tickets to a performance that can be purchased in conjunction with a conference registration.
10. Purchases paid for with Agency Funds.
11. Goods or services that should be purchased using an ATU Procurement Card
12. Meals-without approval from the Office of State Accounting **and** ATU Administration and applies only to Student Group travel.

For staff and faculty travel, meals remain a strictly reimbursable expense and may **not** be applied to the TCard. A full-time employee who travels frequently and/or travels with students may become a cardholder with approval from his or her department and V.P. If you would like more information about Tech's TCard program, please give us a call at 356-6209. Additional information can be found in the Travel Policy page 10 and at <https://www.atu.edu/travel/tcards.php>.

Rental Vehicles

A written justification must be sent to the travel administrator for authorization of the use for rental vehicles. A requisition must be in place after approval with name of driver, time/date of pick/return and a contact number. A 24 hour notification of rental or cancellation of vehicle is needed. See instructions here.

Travel Cash Advance

Travel Cash Advances will be issued on a limited basis and are restricted to those without a TCard traveling with student groups and must be over \$100 in value. Individual travelers are not subject to receiving a cash advance for domestic travel. Itemized receipts are required to be submitted upon return.

Travel Advance for travel within Arkansas: The traveler is allowed to request up to 50% of anticipated meals and other travel expenses except airfare, lodging, and vehicle rental or conference registration. These items should be direct billed to the agency using the Sponsored Business Travel Card (SBTC) or Central Travel Service Account (CTS).

Travel Advance for travel within the Continental United States: The traveler is allowed to request up to 50% of anticipated meals and other travel expenses except airfare, lodging, and vehicle rental or conference registration. These items should be direct billed to the agency using the Sponsored Business Travel Card (SBTC) or Central Travel Service Account (CTS).

Travel Advance for travel outside the Continental United States: The traveler and/or group is allowed to request up to 75% of anticipated travel expenses, less airfare and lodging, if traveling to a destination where access to the Sponsored Business Travel Card (SBTC) or other electronic means of accessing funds is not available. If access is available, then the traveler and/or group is only allowed to request up

to 50% of anticipated travel expenses less airfare and lodging. Travel expenses for airfare and lodging should be direct billed to the agency using the Sponsored Business Travel Card (SBTC). Travel advances for student/client/group activities may be made for 90% of the anticipated expenses. Requests for Cash Advance shall be made by completing a requisition to the traveler's T number and agreeing to terms of the Travel Cash Advance Agreement Form.

Repayment of travel advances will be made according to the following guidelines:

- a) A Travel Reimbursement form, TR-1, or equivalent should be filed within ten (10) working days after the traveler returns to his/her official station. Failure to submit the TR-1 or equivalent to the proper unit in a timely manner may result in the traveler being permanently barred from utilization of the Travel Advance Fund.
- b) Anyone who has been issued a Sponsored Business Travel Card (SBTC) and who obtains a travel advance, without first obtaining written authorization from his/her supervisor, may be permanently barred from the Travel Advance Fund.
- c) If the traveler is no longer employed by the issuing organization and the travel advance has not been repaid by the borrower, the debt will be forwarded to the proper unit within the University for collection.

Quick Reference

Travel Do's and Don'ts	
<u>Do</u>	<u>Don't</u>
Begin planning your travel as soon as possible and enter all required requisitions.	Travel without having a PO in place.
Keep all receipts for all expenses listed on your TR-I, retain the meal receipts in your department and submit all others to Travel Services.	Submit reimbursement request for tips for personal services such as taxi or laundry service.
Request Travel Administrator approval for rental car at least 24 hours in advance.	Pay for another state employee's travel expenses.
Submit all meal receipts for any request for meal reimbursement without an overnight stay.	Claim reimbursement for meals provided by a conference.
Submit TR-I only after signed by both traveler and supervisor	Book your own international travel arrangements, these must go through the Travel Office.
Remember all requisitions must travel through electronic approvals so please be patient as you wait for your PO in these instances.	
Make sure drivers of 12 passenger and up rental vans are 25 years of age.	
Provide a copy of your conference agenda and registration form with your TR-I.	

Rental Car Reservation Procedures for individual TCard and Departmental TCard Rentals. If you wish to use the ATU Ghost Card, you must contact travel@atu.edu for rental instructions.

Rental cars fees should be placed on an ATU travel card. This can be done by either using an individual card, departmental card or the ATU ghost card. These instructions are for the use of the individual Tcard or departmental TCard only. Regardless of which type of TCard is used arequisition must be entered and PO received prior to the car being reserved.

1. Approval must be obtained from the Travel Administrator prior to reserving a rental car. Please emailthe following information to travel@atu.edu to initiate the approval process.

To allow for efficient processing of your request the subject of email should include: **Name of traveler, date of travel, and the words “Car Rental Request”**

1. **When: Dates of pickup time and drop off time**
2. **Who: Name of Driver**
3. **Where: Location of travel (city, state)**
4. **Why: Reason for travel**
5. **Contact number of driver**
6. **Type of vehicle needed: Car, Van, or SUV.**

Once approval is received, please make a requisition to Bank of America (T01007859) for the car rental amount. Instructions on requisition entry can be found [here](#). A departmental PO will be received in your inbox once the requisition has been approved ad processed. This PO number is required when booking your car online. (See step 7.)

2. Access the Enterprise/ATU website at <https://elink.enterprise.com/en/21/05/arkansas-tech-univ.html>

The image shows two screenshots of car rental websites. The top screenshot is from Enterprise, displaying options for 'Business Use Rentals' and 'Personal Use Rentals'. A callout box with an arrow points to the 'Business Use Rentals' option, containing the text 'Select Business Use Rentals.' The bottom screenshot is from National, featuring a yellow callout box that reads 'National will only be used when Enterprise is not available.' Below this, the 'Business Use Rentals' option is visible.

3. Scroll down and complete the following fields. The Location, Renter Age, Corporate Account, and reimbursement rate are pre-loaded. Click Check Availability to display available vehicles.

RESERVE A VEHICLE OR VIEW / MODIFY / CANCEL RESERVATION

1 PICK-UP & RETURN LOCATION (ZIP, City or Airport) * * Required Field

Russellville Sorells Body Shop ✕

Return to a different location (i)

2 PICK-UP *

10
Jun 2021

12
:00 PM

→

11
Jun 2021

12
:00 PM

RENTER AGE POLICY *

25+

CORPORATE ACCOUNT NUMBER OR PROMOTION CODE (i)

ARKANSAS TECH UNIV-NASPO X

VEHICLE CLASS (i)

All Vehicles

I'm booking on behalf of someone else

Compare Rental vs. Reimbursement Cost

TRAVEL DISTANCE (Miles) *

COST OF FUEL (Per Gallon) *

\$

REIMBURSEMENT RATE (Per Mile) *

\$0.42

CHECK AVAILABILITY

4. Scroll down on the next page of available rentals and click select on Standard.



Standard

Volkswagen Jetta or similar

Automatic 5 People 3 Bags

✓ FEATURES & PRICE DETAILS

PAY LATER

\$35 <small>per day</small>	\$44 <small>total</small>
---	---

SELECT

CUSTOM RATE

✓ Less than reimbursement by \$56.39

Notice the rental is less reimbursement by \$56.39 making the rental the least expensive option between rental and personal mileage reimbursement. Reminder: You must always go with the least expensive option.

5. Click Continue to Review.

Your Selected Vehicle

Standard Volkswagen Jetta		MODIFY
-------------------------------------	---	------------------------

Insurance And Other Protection Products

Damage Waiver	Included with reservation	✓ DETAILS	✓ INCLUDED
---------------	---------------------------	---------------------------	----------------------------

Equipment

Sirius XM®	\$ 5.99 / day (\$ 49.98 max)	✓ DETAILS	+ ADD
Greenhouse Gas Emissions Offset	\$ 1.25 / rental	✓ DETAILS	+ ADD

[CONTINUE TO REVIEW](#)

6. On this page you will complete your reservation by entering information and making the required selections.

Contact Details

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Phone Number *	
<input type="text" value="+1"/>	
Email Address *	
<input type="text" value="name@domain.com"/>	

Would you like to receive SMS notifications from Enterprise about this rental?

Yes, I would like to receive text messages about this rental to the phone number on this reservation

No

By selecting "Yes" above, message and data rates may apply. Message frequency varies and depends on the activity. For more information, please review our [Privacy Policy](#) and [SMS Terms](#). If you choose not to receive text messages, you will not receive any text messages about your reservation.

Sign up for Enterprise Email Specials

By selecting this box, you would like to receive email promotions, surveys and offers from Enterprise Rent-A-Car. We will produce content & ads tailored to your interests. Please understand that there is no charge and that you can unsubscribe at any time by contacting us. Please consult our [Privacy Policy](#) and our [Cookie Policy](#) to find out more.

Confirm Trip Purpose

Your account is associated with ARKANSAS TECH UNIV-NASPO. Are you traveling on behalf of ARKANSAS TECH UNIV-NASPO?

Yes

No

7. Select “No” on the billing section as this will not be charged to the ATU Ghost Card and complete the Additional Details section with the mandatory PO number and traveler’s T number.

Billing

I am authorized for billing privileges and am choosing to bill **ARKANSAS TECH UNIV-NASPO** for this rental.

Yes

No

Additional Details

PO Number *

PO Number

Arkansas Tech ID Number (T IDNumber) *

Arkansas Tech ID Number (T IDNumber)

8. Select your preferred option from the Save Time At The Counter section and click Reserve Now to complete the booking.

Save Time At The Counter

Provide more rental details and spend less time at the counter.

- You won't be charged right now
- You can cancel at any time
- It should only take a couple of minutes

Would you like to save time at the counter?

Yes, I'd like to save time

No, I'll provide my information at the counter

① LOOKUP YOUR DETAILS → ② VERIFY / COMPLETE YOUR DET.

DRIVER'S LICENSE

Issuing Country *
United States

Issuing Authority *
Select

Driver's License Number *

NEXT

Your information will be submitted over a secure connection.

Complete Your Booking

You will be charged when you pick up your rental.

RESERVE NOW

Once clicking Reserve Now your booking is complete! Remember to retain a detailed rental receipt for submission with your individual or TCard log.



Cardholder TCard Quick Reference Guide

Check your transactions and download your monthly statement
at [BOA Global Card Access](#).

Do

- ✓ Enter a requisition and obtain a PO **before** making any charges.
- ✓ 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 TCard 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.
- ✓ Include all signed departmental POs with your log.
- ✓ 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 travel@atu.edu.
- ✓ Submit your hard copy log, statement, receipts and signed PO to Travel Services before the deadline.
- ✓ Watch your individual limits to make sure you will not exceed them with an anticipated purchase. Check your limits before departure!
- ✓ Include a detailed agenda for any conference registrations made on your TCard with your log.
- ✓ Contact the vendor to request any lost receipt.

Don't

- ✗ Allow anyone else to use your card including another employee.
- ✗ Take cash in lieu of a credit on your card.
- ✗ Charge any items not allowed, including but not limited to alcoholic beverages, tips on taxis, room service, and meals for non-student travel.
- ✗ 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 Travel Services.
- ✗ Fail to report your lost or stolen card to Mastercard and Travel Services.

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

Electronic Requisition Approval Training Manual



Procurement and Risk Management Services

479-968-0269

purchasing@atu.edu

www.atu.edu/purchasing

Updated April 2020

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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**

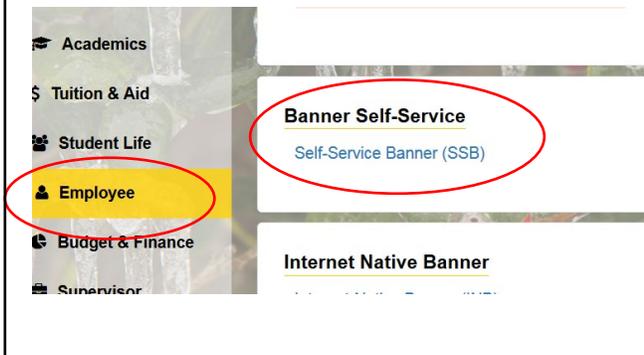
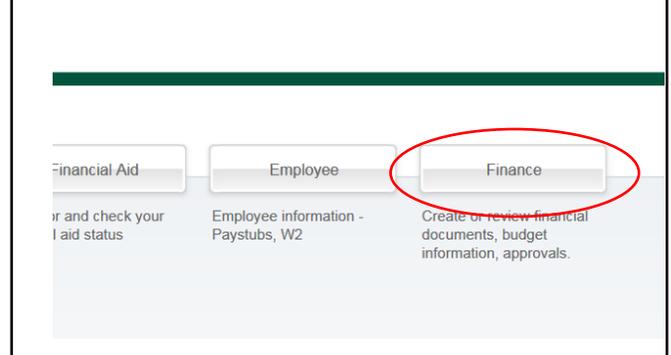
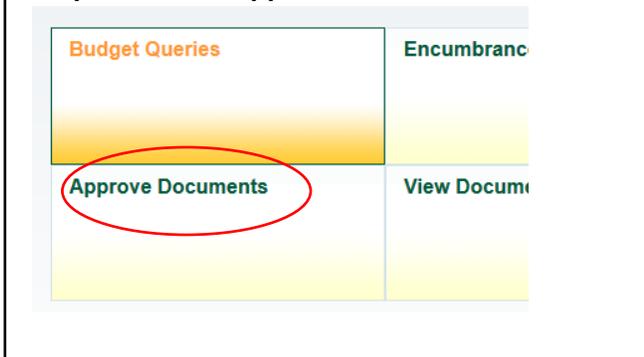
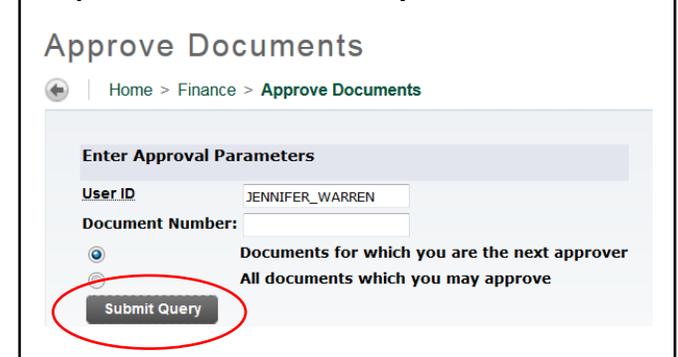
Cost Center:

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

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

Sample Email

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**.

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:	Next Approver	

Approve Documents List

Next Approver	Type	NSF	Change Seq#	Sub#	Originating User	Amount	Queue Type	Document	History	Approve	Disapprove
Y	REQ				KRISTI_HIGGS	5,385.96	DOC	R0134461	History	Approve	Disapprove

Another 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	

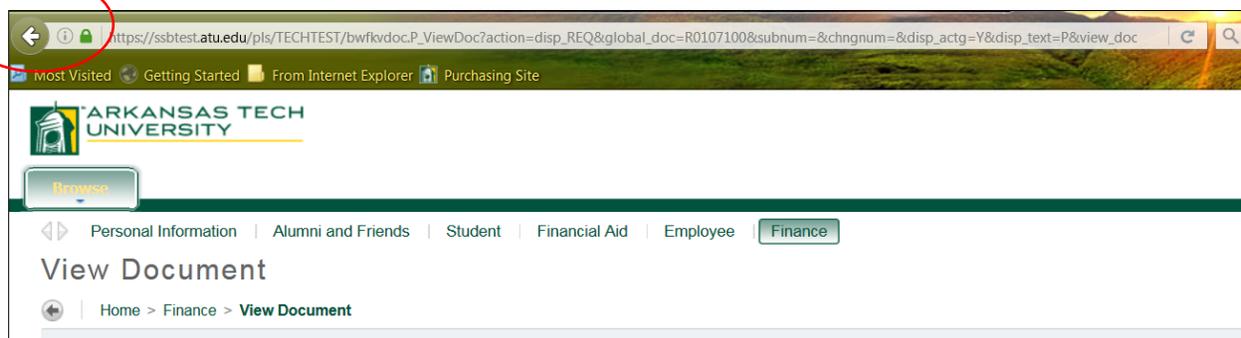
This section details each item listed on the requisition along with the unit price, extension amount, tax and total cost.

Requisition Accounting

Seq#	COA	FY	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	NSFSusp	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.

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 to display the details of a document.

Queried Parameters

User ID	JENNIFER_WARREN	Jennifer Warren
Document Number:		
Documents Shown:	Next Approver	

Approve Documents List

Next Approver	Type	NSF	Change Seq#	Sub#	Originating User	Amount	Queue Type	Document	History	Approve	Disapprove
Y	REQ				KRISTI_HIGGS	5,385.96	DOC	R0134461	History	Approve	Disapprove

Another Query

Requisition Approval History

Personal Information | Student | Financial Aid | Employee | Finance

View Document

Home > Finance > View Document

1.

Document Identification

Document Number	R0134461	Type	Requisition
Originator:	KRISTI_HIGGS	Kristi Higgs	

2.

Approvals required

Queue	Description	Level	Approvers
VPAF	VP-ADMIN & FINANCE	1	
			Jennifer Warren
			Nathan Kraft

3.

Approvals recorded

Queue	Level	Date	User
F310	1	May 24, 2019	DEANNA KILE

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.

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 to approve the document.

Queried Parameters

User ID	JENNIFER_WARREN	Jennifer Warren
Document Number:		
Documents Shown:	Next Approver	

Approve Documents List

Next Approver	Type	NSF	Change Seq#	Sub#	Originating User	Amount	Queue Type	Document	History	Approve	Disapprove
Y	REQ				KRISTL_HIGGS	5,385.96	DOC	R0134461	History	Approve	Disapprove

Another Query

The screen below is displayed.

Approve Document

Home > Approve Document

Document Information

Document Number:	R0134461	Type:	REQ
Change Seq#		Sub#	
Amount:	5,385.96		

Comment:

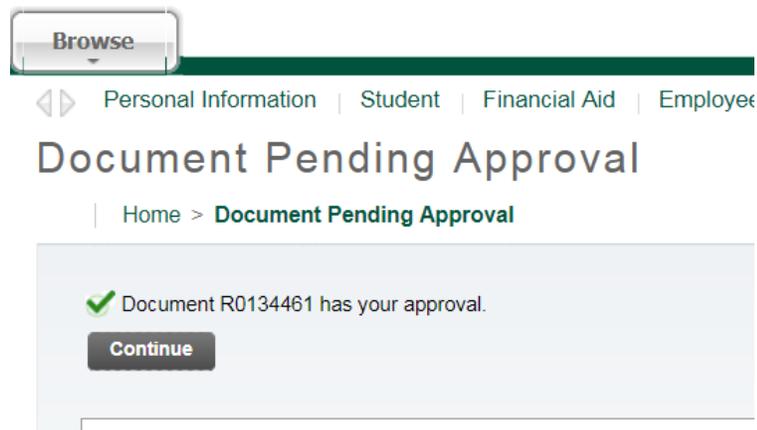
This document has been approved.

2. **Approve Document** 3. **Cancel**

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.



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 (T0100546)**
 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

The only way to remove a requisition from the approval process is by approval or disapproval. Should a requestor wish to remove his/her own requisition from the process he/she must disapprove the requisition. (See Page 12)

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		

Confirmation: Disapproval has been denied.

2.

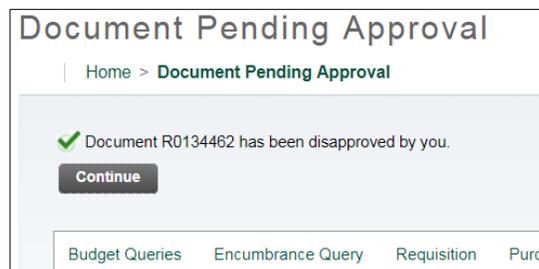
1.

3.

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.



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)**

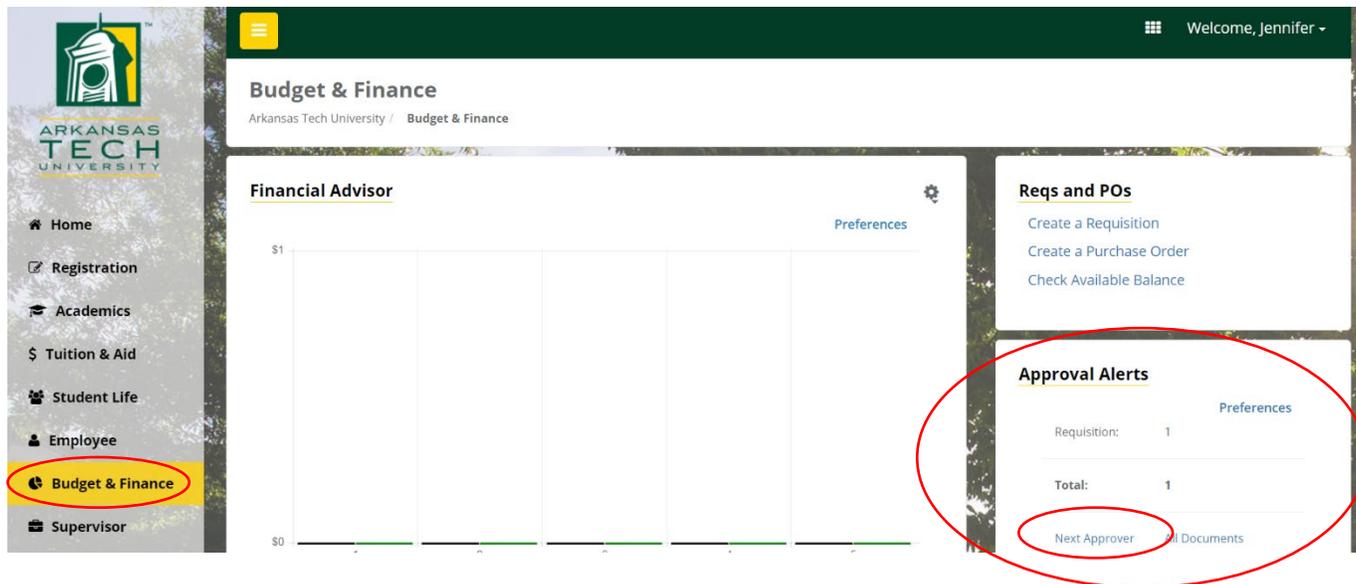
Disapproved By: **Tammy L. Rye**

Comment(s):

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

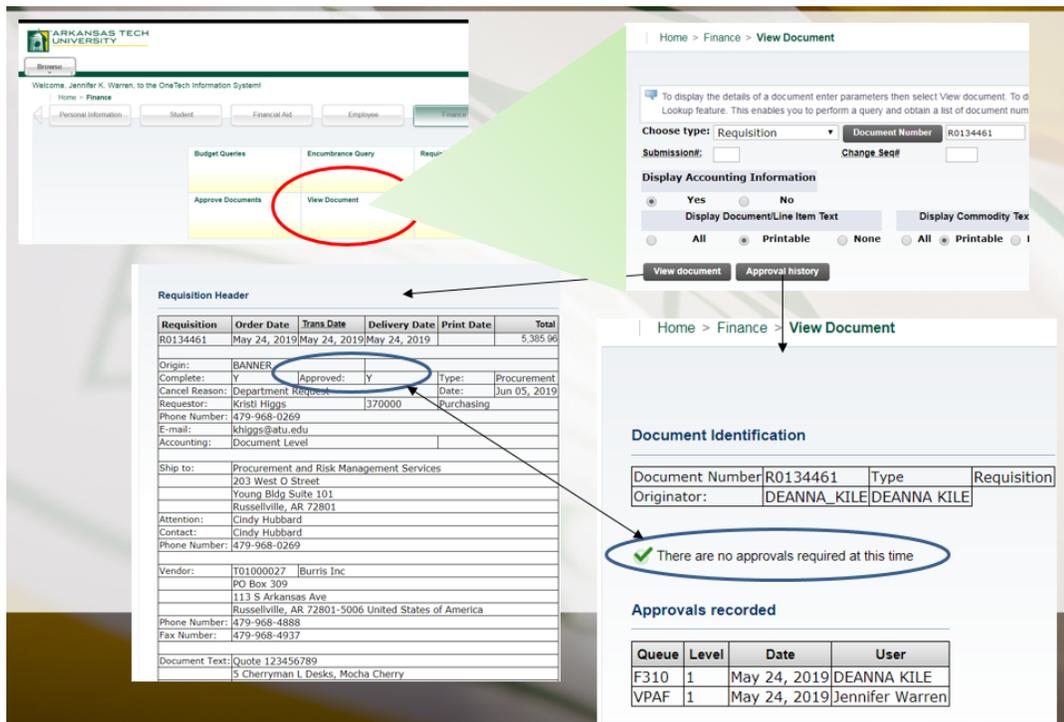
Additional Way to Access Approvals

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

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

Sample Queue Error Email 1

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!

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.

Sample Queue Error Email 2

Your requisition has been disapproved!

Sample Queue Error Email 3

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:

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 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>.