ARKANSAS TECH UNIVERSITY
Young Building East End
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Russellville, AR 72801-2222

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Prepared by

Purchasing Department
Tel: 479-968-0269
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http://www.atu.edu/purchasing/

PURCHASING STAFF MEMBERS

As of August 16, 2006

NAME	TITLE	E-MAIL
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purchasing@atu.edu

CODE OF ETHICS

The Arkansas Tech University Purchasing Department subscribes to the Code of Ethics developed by the National Association of Educational Procurement:

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

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

3. Decline personal gifts or gratuities

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

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

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

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

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

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

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

11. Foster fair, ethical and legal trade practices.

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

ERGONOMIC TIPS

Rule No. 1: If it hurts, STOP doing it. Find another way to do it that doesn't hurt.

Rule No. 2: Your Mother was right –sit up straight and keep your feet on the floor! In other words, practice good posture.

Rule No. 3: Don't spend hours doing one thing. Break up your routine by changing tasks and/or by taking short breaks.

TELEPHONE	DO: Hold the receiver with your hand or use a headset. DON'T: Hold the receiver between your cheek and shoulder.
MONITOR	DO: Place screen directly in front of you Place screen at or slightly lower than eye level. Avoid glare by keeping work area evenly lit DON'T: Sit sideways or with head twisted Sit with your head tilted back or stuck out
KEYBOARD & MOUSE	DO: Place keyboard at or slightly below elbow height Place mouse near and on the same level as the keyboard Have arms hanging straight down from shoulders Have forearms at a 90° angle to arms Keep wrists straight DON'T: Rest wrists on keyboard Work with hands bent back at the wrist Reach for the mouse
CHAIR	DO: Sit all the way back in the chair Sit with lower back fitted into lumbar support Have thighs parallel to the floor Have knees slightly higher than hip joints Keep feet flat on floor or on a footrest DON'T: Slouch or sit hunched over Twist around and reach behind you Sit on your feet

ELECTRONIC REQUISITIONS

GENERAL INFORMATION:

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

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

For internal requisitions (such as Bookstore, Physical Plant, Motor Pool, etc) see appropriate section of this manual.

APPROVALS:

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

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

CHANGES/CORRECTIONS TO REQUISITIONS:

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

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

PURCHASE ORDERS:

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

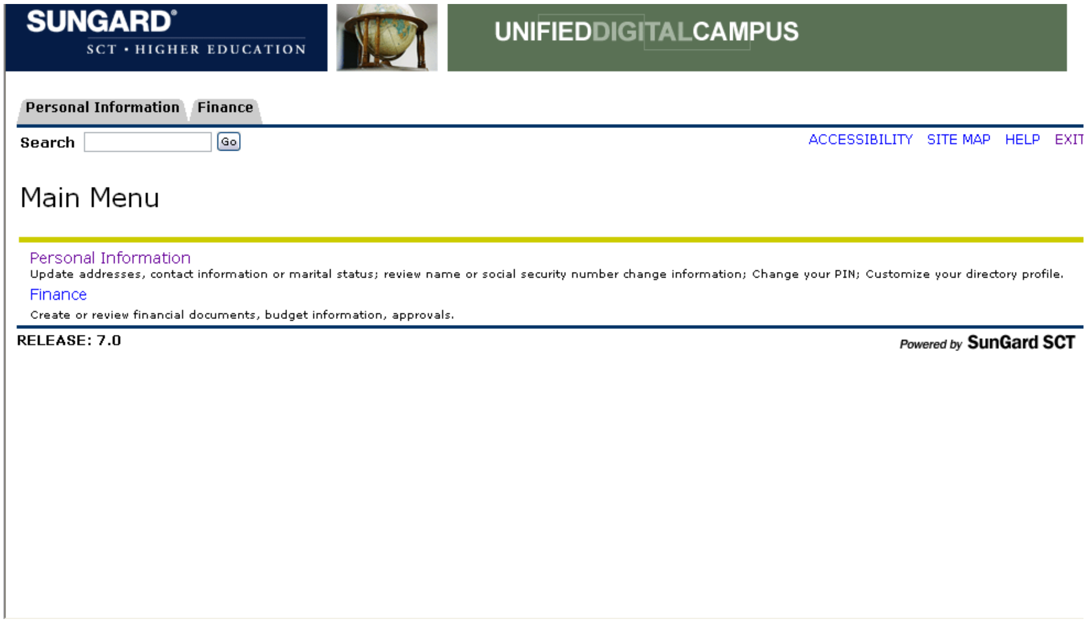
TRAVEL:

After any necessary approvals, requisitions for **travel** (object codes 704000), *will be electronically forwarded to the Budget Office for processing*. Call 356-2034 for assistance or if you have questions relating to travel. See the appropriate section of this manual for additional instructions.

Self Service Requisition Manual

Table of Contents

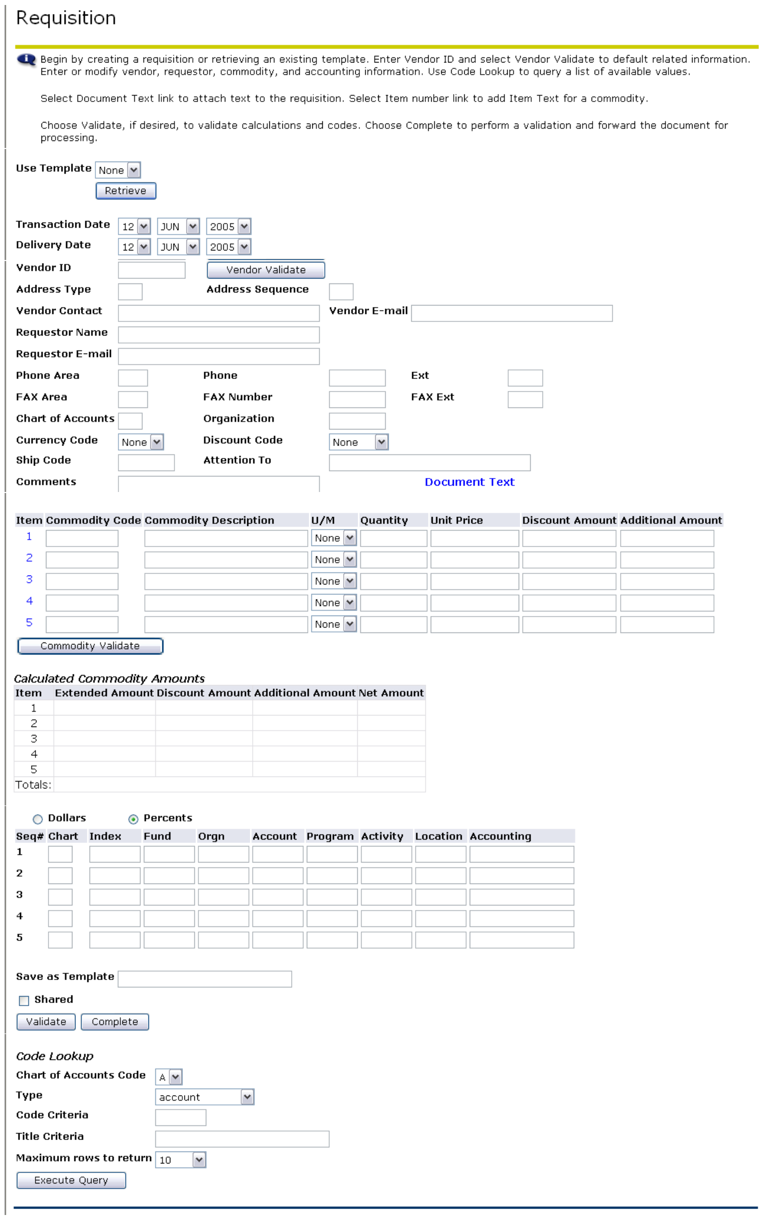
Accessing Requisition Form:



1. Click on Finance

2. Click on Requisition

Requisition Form:



Requisition

Begin by creating a requisition or retrieving an existing template. Enter Vendor ID and select Vendor Validate to default related information. Enter or modify vendor, requestor, commodity, and accounting information. Use Code Lookup to query a list of available values.

Select Document Text link to attach text to the requisition. Select Item number link to add Item Text for a commodity.

Choose Validate, if desired, to validate calculations and codes. Choose Complete to perform a validation and forward the document for processing.

Use Template None
Retrieve

Transaction Date 12 JUN 2005
Delivery Date 12 JUN 2005
Vendor ID Vendor Validate
Address Type Address Sequence
Vendor Contact Vendor E-mail
Requestor Name
Requestor E-mail
Phone Area Phone Ext
FAX Area FAX Number FAX Ext
Chart of Accounts Organization
Currency Code None Discount Code None
Ship Code Attention To
Comments Document Text

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

Commodity Validate

Calculated Commodity Amounts

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

Dollars Percents

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1									
2									
3									
4									
5									

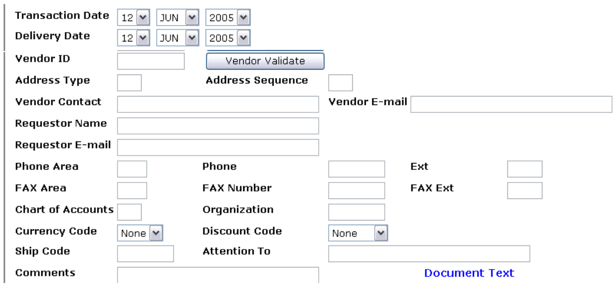
Save as Template
Shared
Validate Complete

Code Lookup
Chart of Accounts Code A
Type account
Code Criteria
Title Criteria
Maximum rows to return 10
Execute Query

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

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

Requisition Form – Dates / Vendor ID:

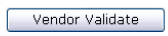


1. Enter Delivery Date by using pull down menu: 

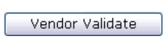
   Delivery Date must be equal to or greater than the transaction date.

2. Enter Vendor ID in the field shown: 

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

3. Click on Vendor Validate button: 

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

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

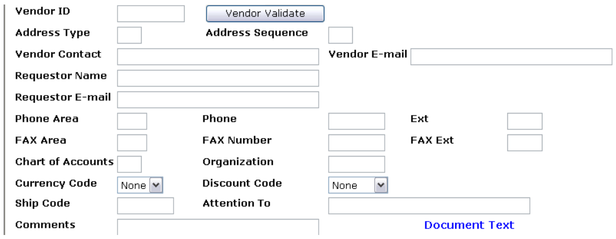
   b. The following information will automatically fill in if data is in the Banner Finance System
      i. Vendor Contact
      ii. Vendor E-mail
      iii. Requestor Name
      iv. Requestor E-Mail
      v. Phone Information
      vi. Fax Information

4. Type any comments in the Comments field 

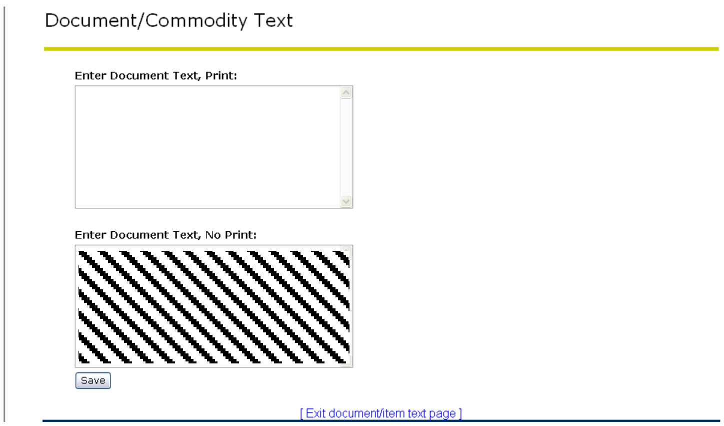
   Note - Information entered in the Comments field will not print on the Requisition or Purchase order. If Purchasing needs the information, put it in a field that prints, such as Document Text.

5. To enter Document Text see next section

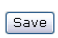
Requisition Form – Document Text:



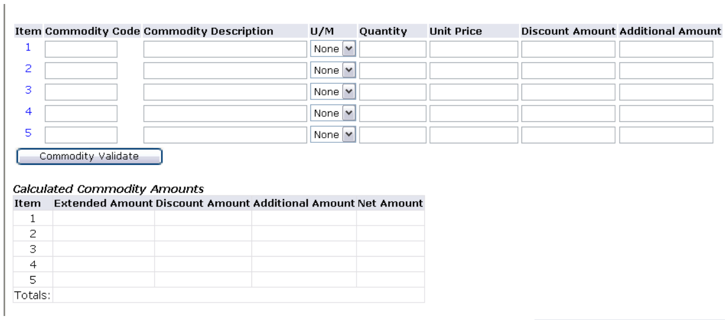
1. Click Document Text



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

3. Click on Save button: 

Requisition Form – Commodity:



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

Commodity Validate

Calculated Commodity Amounts

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

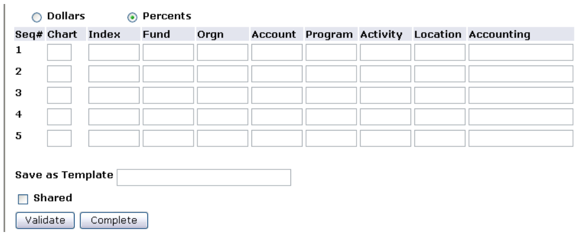
1. Type In Commodity Description: Commodity Description *Required*
2. For additional item text, click on the number at the beginning of each line.
    - Type Text in the top box so that it will print on the Requisition
    - Click on Save button: Save
3. Select U/M (Unit of Measure) from the pull down menu: U/M None *Required*
4. Type in Quantity: Quantity *Required*
5. Type in Unit Price: Unit Price *Required*
    - Must have decimal point if cents are included
    - Do not type dollar signs ($) or commas (,)
6. Discount Amount: -Do not use this field.
7. Additional Amount: -Do not use this field.
8. Repeat steps 1-6 for Items 2 thru 5
    - If you have more than five (5) items, you will have to do multiple requisitions. Select

    "Another Requisition, Same Vendor." Another Requisition, Same Vendor
9. Click on Commodity Validate button: Commodity Validate
10. The Calculated Commodity Amounts will fill in automatically

Calculated Commodity Amounts

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

Requisition Form – Accounting – Percents - Index:



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

1. Click the Percent radio button

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

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

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

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

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

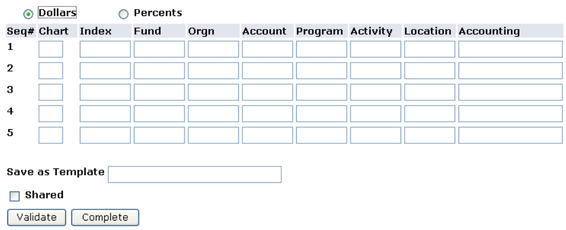
7. Repeat Steps 2-6 until all accounting has been entered

8. Click Validate button again Validate

9. The message at the top of the form should read:

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

Requisition Form – Accounting – Dollars - Index:



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

1. Click the Dollar radio button

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

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

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

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

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

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

8. Click Validate button again Validate

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

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

11. Do not click the Save and Process button.

Code Lookup Instructions

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

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

To search by Code, used when you only know part of the code:

1. Select "T" Chart of Accounts Code from pull down menu: Chart of Accounts Code S
2. Select type from pull down menu: Type vendor
3. Type in part of the Code followed by a %. If no part is known then type %.

   Code Criteria

   - Note: (%) is called a Wildcard
4. Select the Maximum Rows to Return from Pull-down Menu Maximum rows to return 10
   - Note – The amount of rows that will be shown can be adjusted by selecting a different number from the pull down menu
5. Click Execute Query button: Execute Query
6. Results will appear at the top of the form. Make note of Code and scroll down to enter.

To search by Title, used when you only know part of the name:

1. Select "T" Chart of Accounts Code from pull down menu: Chart of Accounts Code S
2. Select type from pull down menu: Type vendor
3. Type in part of the Title followed by a %. If no part is known then type %.

   Code Criteria

   - Note: (%) is called a Wildcard
4. Select the Maximum Rows to Return from Pull-down Menu Maximum rows to return 10
   - Note – The amount of rows that will be shown can be adjusted by selecting a different number from the pull down menu
5. Click Execute Query button: Execute Query

Results will appear at the top of the form. Make note of Code and scroll down to enter.

Requisition – Save Template

Do not use a Shared Template. These templates cannot be deleted!
Templates speed up the requisition process to companies that you frequently requisition, such as Office Depot or Dell.

- Create name of Template and type in "Save as Template"

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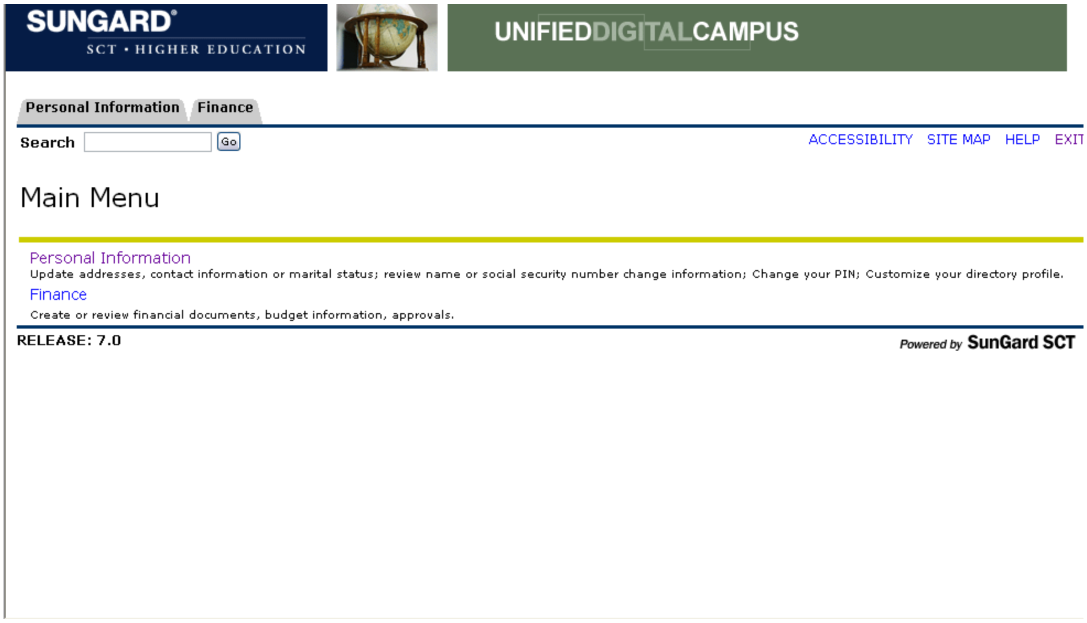
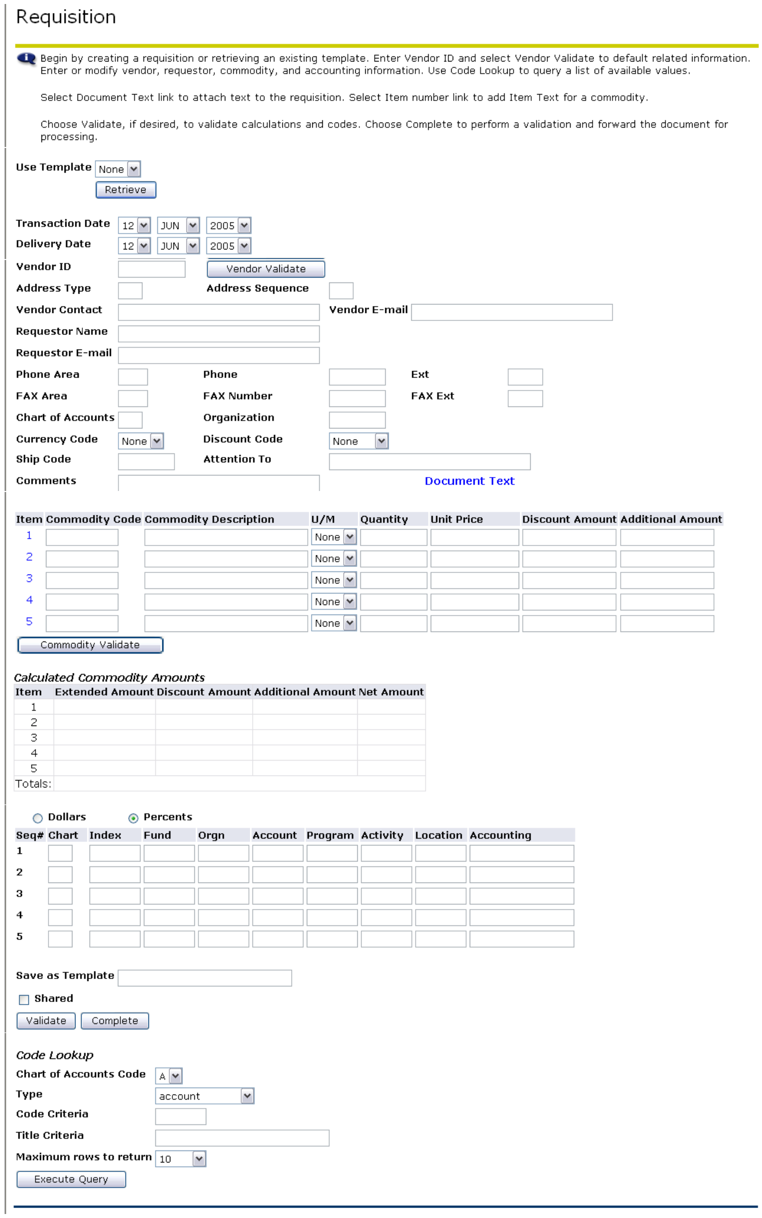
Accessing Requisition Form:



3. Click on Finance

4. Click on Requisition

Requisition Form:



Requisition

Begin by creating a requisition or retrieving an existing template. Enter Vendor ID and select Vendor Validate to default related information. Enter or modify vendor, requestor, commodity, and accounting information. Use Code Lookup to query a list of available values.

Select Document Text link to attach text to the requisition. Select Item number link to add Item Text for a commodity.

Choose Validate, if desired, to validate calculations and codes. Choose Complete to perform a validation and forward the document for processing.

Use Template None
Retrieve

Transaction Date 12 JUN 2005
Delivery Date 12 JUN 2005
Vendor ID Vendor Validate
Address Type Address Sequence
Vendor Contact Vendor E-mail
Requestor Name
Requestor E-mail
Phone Area Phone Ext
FAX Area FAX Number FAX Ext
Chart of Accounts Organization
Currency Code None Discount Code None
Ship Code Attention To
Comments Document Text

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

Commodity Validate

Calculated Commodity Amounts

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

Dollars Percents

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1									
2									
3									
4									
5									

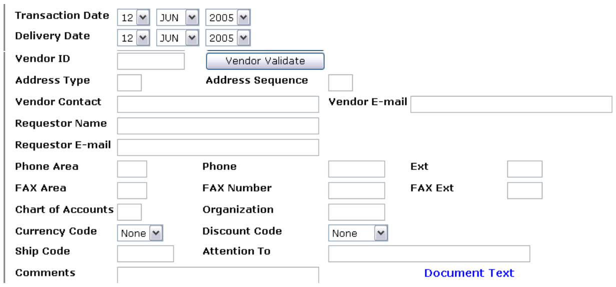
Save as Template
Shared
Validate Complete

Code Lookup
Chart of Accounts Code A
Type account
Code Criteria
Title Criteria
Maximum rows to return 10
Execute Query

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

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

Requisition Form – Dates / Vendor ID:

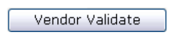


6. Enter Delivery Date by using pull down menu: 

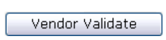
   Delivery Date must be equal to or greater than the transaction date.

7. Enter Vendor ID in the field shown: 

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

8. Click on Vendor Validate button: 

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

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

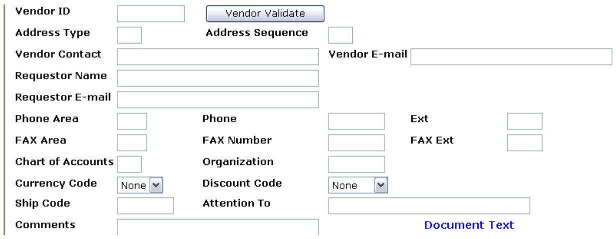
   b. The following information will automatically fill in if data is in the Banner Finance System
      i. Vendor Contact
      ii. Vendor E-mail
      iii. Requestor Name
      iv. Requestor E-Mail
      v. Phone Information
      vi. Fax Information

9. Type any comments in the Comments field 

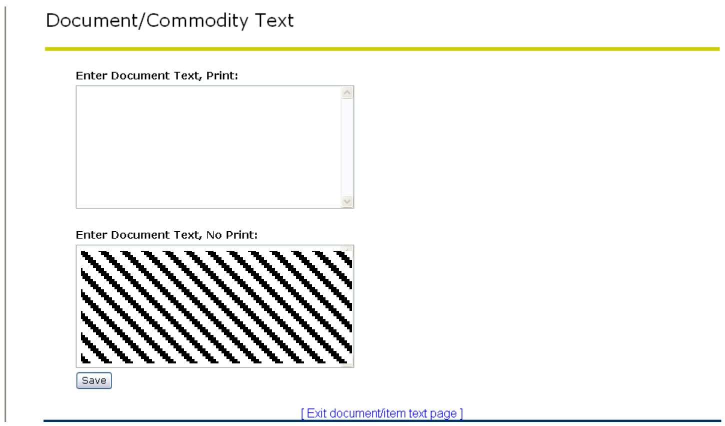
   Note - Information entered in the Comments field will not print on the Requisition or Purchase order. If Purchasing needs the information, put it in a field that prints, such as Document Text.

10. To enter Document Text see next section

Requisition Form – Document Text:



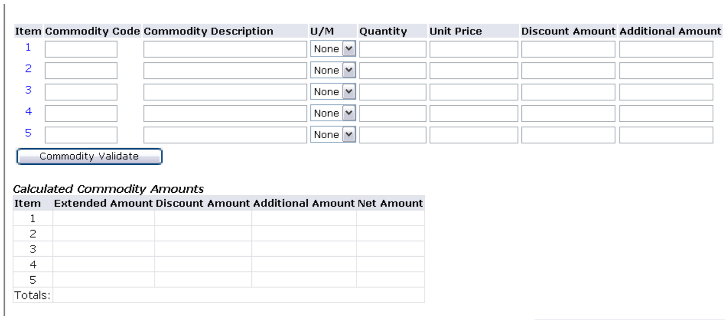
4. Click Document Text



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

6. Click on Save button: Save

Requisition Form – Commodity:



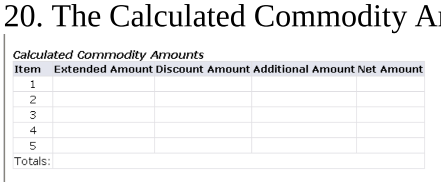
Item	Commodity Code	Commodity Description	U/M	Quantity	Unit Price	Discount Amount	Additional Amount
1			None				
2			None				
3			None				
4			None				
5			None				

Commodity Validate

Calculated Commodity Amounts

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

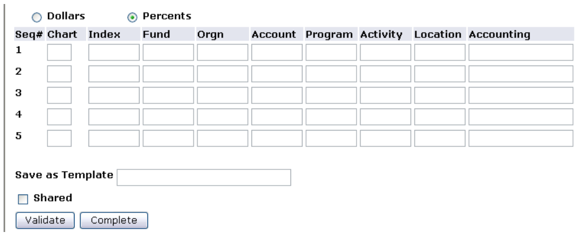
11. Type In Commodity Description: Commodity Description *Required*
12. For additional item text, click on the number at the beginning of each line.
    - Type Text in the top box so that it will print on the Requisition
    - Click on Save button: Save
13. Select U/M (Unit of Measure) from the pull down menu: U/M None *Required*
14. Type in Quantity: Quantity *Required*
15. Type in Unit Price: Unit Price *Required*
    - Must have decimal point if cents are included
    - Do not type dollar signs ($) or commas (,)
16. Type in Discount Amount: Discount Amount *Optional*
    - If vendor does not have discounts set up in the Banner Finance System this column will not appear.
    - Must have decimal point if cents are included
    - Do not type dollar signs ($) or commas (,)
17. Type in Additional Amount: Additional Amount *Optional*
    - For example, use for shipping
    - Must have decimal point if cents are included
    - Do not type dollar signs ($) or commas (,)
18. Repeat steps 1-6 for Items 2 thru 5
    - If you have more than five (5) items, you will have to do multiple requisitions. Select "Another Requisition, Same Vendor." Another Requisition, Same Vendor
19. Click on Commodity Validate button: Commodity Validate
20. The Calculated Commodity Amounts will fill in automatically



Calculated Commodity Amounts

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

Requisition Form – Accounting – Percents - Index:



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

11. Click the Percent radio button

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

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

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

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

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

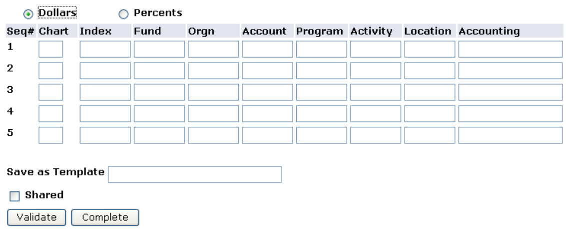
17. Repeat Steps 2-6 until all accounting has been entered

18. Click Validate button again Validate

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

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

Requisition Form – Accounting – Dollars - Index:



◉ Dollars ○ Percents

Seq#	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	Accounting
1									
2									
3									
4									
5									

Save as Template

Shared

Validate Complete

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

12. Click the Dollar radio button

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

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

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

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

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

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

19. Click Validate button again Validate

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

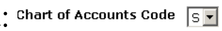
21. Double check the Requisition once more for errors. Remember that once complete, Requisitions CANNOT be changed. Click Document Complete
    Complete

Code Lookup Instructions

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

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

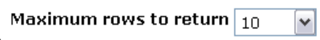
To search by Code, used when you only know part of the code:

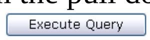
7. Select "T" Chart of Accounts Code from pull down menu: 

8. Select type from pull down menu: 

9. Type in part of the Code followed by a %. If no part is known then type %.

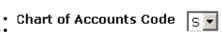
   

   - Note: (%) is called a Wildcard
10. Select the Maximum Rows to Return from Pull-down Menu 

    - Note – The amount of rows that will be shown can be adjusted by selecting a different number from the pull down menu
11. Click Execute Query button: 

12. Results will appear at the top of the form. Make note of Code and scroll down to enter.

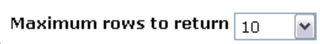
To search by Title, used when you only know part of the name:

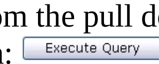
6. Select "T" Chart of Accounts Code from pull down menu: 

7. Select type from pull down menu: 

8. Type in part of the Title followed by a %. If no part is known then type %.

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

   - Note – The amount of rows that will be shown can be adjusted by selecting a different number from the pull down menu
10. Click Execute Query button: 

Results will appear at the top of the form. Make note of Code and scroll down to enter.

Requisition – Save Template

Templates speed up the requisition process to companies that you frequently requisition, such as Office Depot or Dell.

- Create name of Template and type in "Save as Template"

Templates cannot be deleted!