

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

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Procurement Manager

Cindy Hubbard
Buyer

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Buyer

Kristi Higgs
Purchasing Specialist

PROCUREMENT GUIDELINES

for
FACULTY & STAFF
as of

September 2018



ARKANSAS
TECH
UNIVERSITY

**Procurement and Risk Management
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 may 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
VP for Administration & 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 Visa card 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.