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

DeAnna Kile
Procurement Manager

Jennifer Warren
Procurement Coordinator

Cindy Hubbard
Buyer

Jenny Langford
Fiscal Support Specialist

PROCUREMENT GUIDELINES

for

TECH FACULTY & STAFF

as of

June 30, 2015

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

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

**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 the Budget Office (356-2034).

**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.

**DOLLAR LIMITS FOR PURCHASES**

(Amounts do not include tax)

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10,000 or less</td>
<td>Small Orders: For general merchandise, exclusive of state contract and printing items. Generally requires 1 to 2 working days to process.</td>
</tr>
<tr>
<td>$10,000.01 to $50,000</td>
<td>Competitive Bid: Requires 7 to 10 days to process.</td>
</tr>
<tr>
<td>$50,000.01 and up</td>
<td>Formal Sealed Bid: Requires 3 to 4 weeks to process.</td>
</tr>
</tbody>
</table>