Welcome to …

Purchasing Plus
Purchasing is a “Team Effort”
a partnership between your department and the Purchasing Department at U of A!

Check online at www.uark.edu/busaffrs/purchasing/
or www.uark.edu/basis/UPS/UPDDMIO.HTML
Linda K. Fast, APO, CPPO, CPPB
Manager of Procurement Services

321 Administration Building
Department Number 479–575–2551

Phone: 479–575–6513
Fax: 479–575–4158
Email: lfast@uark.edu
Procurement Staff

Amy Fletcher – Purchasing Manager
Phone: 479-575-6761
E-Mail: andyf@uark.edu

Karen Walls, CPPB – Procurement Coordinator
Phone: 479-575-6400
E-Mail: kwalls@uark.edu

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Phone: 479-575-5314
E-Mail: ellenf@uark.edu

Whitney Smith – Procurement Coordinator
Phone: 479-575-5158
E-Mail: wesmith@uark.edu
Procurement Staff

- **Heather Frankenberger**— eCommerce/Pcard Administrator
  Phone: 479-575-4158
  E-Mail: hfranken@uark.edu

- **Marla Misamore** — Contract Manager
  Phone: 479-575-5088
  E-Mail: mmisamo@uark.edu

- **Linda Hickman** — Project Manager
  Phone: 479-575-6290
  E-Mail: lindah@uark.edu

- **Judith Drummond** — Project Manager
  Phone: 479-575-2551
  E-Mail: jdrummo@uark.edu
NOTICE: Document Retention for Fiscal Year ended June 30, 2013

The University has received official notification that the audit for fiscal year 2013 is complete. P-card receipts that have been electronically imaged into the University’s storage warehouse and kept on file at the department level may be now be destroyed. Additional documents that need to be retained for Federal or grant purposes should be kept in accordance with those specific guidelines.

NOTICE: UA PURCHASE ORDERS FOR RESTAURANTS A purchase made on behalf of the University of Arkansas should be made by issuing an approved university PO to the participating vendor. Utilizing a university P-Card is appropriate when the vendor will not accept a PO and the purchase meets appropriate guidelines. Personal reimbursements should be reserved for emergencies or the rare occasion when a PO or P-Card is unavailable.

The Procurement Staff offers its professionalism, expertise and ability to provide guidance through the acquisition process. Each Purchasing Buyer has expertise and the additional training to specifically deal with it.

Procurement Staff:

- Linda K. Fast
  Procurement Manager
  575-6513

- Andy Fletcher
  Buyer Supervisor
  575-6761

- Connie Oberg
  PCard Administrator
  575-6279

- Dewayne Keirn
  UA Gas Cylinder Manager
  575-4990

- Ellen Ferguson
  Buyer
  575-5314

- Heather Frankenberger
  RazorBuy Training
The State of Arkansas has designated a purchase under $10,000 to be a "Small Order Purchase" and unless these supplies and commodities are on a state contract, departments may order from the vendor of their choice.
Quote Bids $10,000.01-$50,000

• Require a minimum of three (3) quotes (no printing) which may be obtained by the dept.
• E-mail quotes are acceptable
• Scan and send quote information as an attachment when you process your requisition.
Sealed Bids over $50,000.01

- Sealed bidding is required for all non contract purchases over $50,000.01
- U of A must follow strict sealed bidding procedures according to state law.
- Be specific enough to get what you want — brand name, model, item number, etc.
- Be broad enough, so we don’t eliminate competition!
- Contact your departmental Buyer — we are here to assist you!
Andy Fletcher
Items listed in Amendment 54 to the Constitution of the State of Arkansas are subject to special bidding requirements. The items listed are printing, stationery, and (paper and inks used to produce stationary). See Office Supply Section for further information. All commodities subject to Amendment 54 that are not available from Printing Services, the Departmental Supplies section of the Bookstore, or State Contract must be bid by Procurement or the Office of State Purchasing. Departments are not permitted to take their own bids on constitutional items regardless of dollar amount. For the convenience of ordering departments, the Departmental Supplies section of the Bookstore stocks many State Contract items and can special order others from the state contract holder for office supplies.
Moving Information

Home » Moving Information

Relocation Expense Information

Arkansas Code 19-4-522 (5) (e) allows the payment of employee moving expenses from state funds by institutions of higher education. Within the fiscal limitations of departmental units of the University of Arkansas a dean, director, or department head may pay up to 10% of the annual salary in moving expenses for new faculty or professional staff employees. The Chancellor, Provost, or a Vice Chancellor may authorize payments greater than this amount. The terms of agreement for payment of moving expenses should be included in the letter of appointment. See Policy 411.1

When agreement has been made to pay moving expenses the University will pay for the following:

1. Moving the employees household goods and personal effects, including
The University Computer Store (located in the Bookstore) has established a number of contracts for the purchase of computers and printers. Various software applications are also available. There are benefits (service is a critical one) in utilizing the Computer Store to make your purchase. If there is a technical or pricing reason why you are ordering outside of the bookstore, please note the reason in the comments section of your requisition for justification and documentation purposes.

**NOTE:** Proper processing requires a University Purchase Order or University P-Card.

Be sure to contact the Computer Store for inquiries and price quotes:

- Daniel Traynham (Manager, Computer Store) 5-7201, dtraynha@uark.edu
- Sales Floor 5-5414
- Service Center 5-3811
- Post-Sales support 5-3335
- Fax 5-4486
- Computer Store web site: http://computers.uofastore.com/
Ellen Ferguson
Vehicles

Policy: see Procurement Policy Automobile tab.

Quick Link:

- Web based License Renewal

Vehicle Forms and Information

- Report Form MV-2
- Request (MV-5 Annual)
- Request (MV-6 Campus)
- Request (MV-6 Agri)
- Vehicle Disposal

Vendor Contacts

Andy Fletcher
Buyer Supervisor
575-8761

Ellen Ferguson
Vehicle Licensing/Insurance
575-5314

Linda Hickman
Vehicle Reporting
575-6290

Connie Oberg
Fuel Card
575-6279
eCommerce/Pcard Administrator
Heather Frankenberger
Phone: 479-575-6279
Email: hfranken@uark.edu

Contract Services
Marla Misamore
Phone: 479-575-5088
Email: mmisamo@uark.edu
The University of Arkansas [Procurement Card](#) Program has been established to provide a expeditious way to make small dollar commodity purchases while reducing the costs associated with requisitioning and payment. The procurement card should reduce the need for blanket purchase orders, personal reimbursements and invoice attached requisitions, which are now being used.

University employees are entrusted and empowered with the ability to make small dollar purchases on behalf of their department. Along with this empowerment comes responsibility. Cardholders are expected to make sound business decisions in the best interest of the University and always comply with University and State polices and procedures.

The University [Procurement Division](#) is responsible for managing the program, and each Academic or Administrative department is responsible for managing its cardholder accounts. Instructions on use of the PCard can be viewed in the [PCard policy](#).
NOTICE: Document Retention for Fiscal Year ended June 30, 2012
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If your PCard is due to expire this month and you have completed the recertification quiz you will need to come to Business Affairs, ADMN 321 to pick up your new card. REMEMBER: You must turn in your old card when picking up your new one and bring a photo ID with you when you come. Your new card is not available until the expiration month of current card.

NOTICE: UA PURCHASE ORDERS FOR RESTAURANTS
PCARD NON ALLOWABLE LIST

Many items available at merchants cannot be purchased with the PCard due to existing state contracts and restrictions imposed by Constitutional Amendment 54. We have developed the following list to make users aware of restricted items. This list may not include all non-allowable items and is subject to change. If in doubt contact Business Affairs Purchasing.

Contract Items

- Air Conditioners
- Ammunition
- Capital Equipment-Commodity purchases $2,500.00 and above (including taxes and freight)
- Cell phones
- Envelopes – Plain or Printed
- Letterhead and Envelopes
- Light Bulbs (in bulk over $100)
- Paper towels (in bulk over $100)
- Software-Microsoft and Adobe products
- Stock Continuous Blank Labels
- Telephones-check with Telephone services
- Toilet tissue (in bulk over $100)
- Tires (auto, truck, bus, agricultural tires)
Fuel Card

The Office of State Procurement has entered into a contract with US Bank/Voyager for a statewide mandatory contract for Fuel and Related Services Credit Cards. Voyager Fleet Services is the provider.

Electronic charges for Voyager will be handled the same way as the PCard and TCard charges.

The University of Arkansas Facilities Management fueling station accepts Voyager cards only.

Quick Links:
- Fuel Locations
- Acceptance Locator
Contracts

- If you are procuring any of the following items and have any questions, please contact Marla Misamore.
- To locate the buyer assigned to you, see your Departmental Buyer.
- Dollar limits do not apply to state contract items, but some contracts may have minimum order amounts.
- If the item you need is on a mandatory State Contract, you must procure from the contract if your purchase meets contract requirements.
- If you have repetitive usage of a commodity or item please let us know.

Cooperative Contracts Website Links

- E & I
- HGACBuy
This page provides access to bid solicitations and tabulations for the University of Arkansas at Fayetteville. The listed documents are available for opening or downloading by clicking on the bid number or tab sheet. The bid information is posted in Word format and tab sheets are PDF format. If you are unable to download you may request copies by contacting Linda Hickman.

DISCLAIMER: While every effort has been made to ensure the accuracy of bid information contained in the Hogbid web site, only the terms and conditions set forth in the actual bid documents, and any subsequent purchase orders, will be legally binding. You may contact the Purchasing Division directly with questions or to request further information.

Bids may be submitted by printing a copy, completing per bid instructions, and returning in a sealed envelope with the Bid number and open date.
<table>
<thead>
<tr>
<th>Bid Due Date</th>
<th>Bid Number</th>
<th>Bid/Vendor Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/28/13</td>
<td>495041</td>
<td>Pending</td>
</tr>
<tr>
<td></td>
<td>Background Screening Services - Term Contract</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Q &amp; A #1 - 03/18/13</td>
<td></td>
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<tr>
<td></td>
<td>Addendum #1 - 03/27/13</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Q &amp; A #2 - 03/28/13</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Q &amp; A #3 - 04/05/13</td>
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<tr>
<td></td>
<td>Q &amp; A #4 - 04/09/13</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Intent to Award - 11/18/13</td>
<td></td>
</tr>
<tr>
<td>04/10/13</td>
<td>495041</td>
<td>Pending</td>
</tr>
<tr>
<td></td>
<td>Executive Education Hotel &amp; Conference Center</td>
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<tr>
<td></td>
<td>PKF Report</td>
<td></td>
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<tr>
<td></td>
<td>Q &amp; A #1 - 04/05/13</td>
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<tr>
<td></td>
<td>Intent to Award - 06/10/13</td>
<td></td>
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<tr>
<td>05/13/13</td>
<td>469045R</td>
<td>Pending</td>
</tr>
<tr>
<td></td>
<td>International Recruiting Services</td>
<td></td>
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<tr>
<td></td>
<td>Intent to Award - 09/23/13</td>
<td></td>
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<tr>
<td>06/25/13</td>
<td>502628</td>
<td>Pending</td>
</tr>
<tr>
<td></td>
<td>Proctoring Services - Term Contract</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Intent to Award - 07/24/13</td>
<td></td>
</tr>
<tr>
<td>07/30/13</td>
<td>070313</td>
<td>Pending</td>
</tr>
<tr>
<td></td>
<td>Campus Document Management System</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Standard Terms &amp; Conditions / Signature Sheet</td>
<td></td>
</tr>
</tbody>
</table>
Official Functions Policy

All food /beverage purchases must qualify or meet at least one of the categories below:

- Meetings to host official guests of the University
- Meetings of official in-house committees and advisory groups which require a working luncheon
- Scheduled official receptions, and student honors receptions
- Meetings of an administrative nature which require employees to work through their lunch
- Student Functions
- Meetings with prospective University donors
- Receptions for official purposes
- Other events which include the public and/or students
Printing

Å ALL printing not processed by UA PMC Solutions MUST BE BID by UA Purchasing Department. Bidding is good business practice for other funding sources too!

Å Printing is wet (soy) ink on paper.
Å U of A has the authority to bid printing up to $100,000. Jobs over limit must be bid/approved by the Office of State Procurement in Little Rock.

Å Copying is dry ink (toner) on paper.
Å Call PMC Solutions 5-2404 for your printing, mail service & copying needs!
Sole Source Procurement

- Sole Source Purchases are purchases which can only be purchased from a single source.
- All Sole Source requests must come to Purchasing for approval of documentation.
- The Manager of Procurement Services and/or the Business Manager must approve all Sole Source purchases for U of A.
Purchasing & Contracting Authority

U of A Purchasing Department

Purchasing & Contracting Authority for U of A!

All purchases, contracts, rentals and leases are subject to policies and procedures set forth by the Board of Trustees of the U of A and regulations and procedures as stipulated in Arkansas statutes and regulations.
Please Feel Free to Contact Us
with any questions, problems or concerns.
You can expect our full cooperation!

We are committed to Quality Customer Service…it’s our pledge to you!

Remember to PLAN AHEAD
Allow a realistic amount of time for the processing of your requisition and delivery from the vendor. Check our suggestions, cautions and information listed on our web site.
Transforming the Procurement Process at the U of A
What is RazorBuy?

RazorBuy was developed by the U of A in partnership with SciQuest (an e-Procurement system provider), to implement an e-Commerce based marketplace and improve the procurement process for the University.

- Used to create Requisitions & PO's
- View current contracts
- Used to facilitate RFPs & IFBs
RazorBuy Benefits

- Improved efficiency and access
  - Internet accessible, available 24/7
  - “One-stop shopping”
  - Similar to online shopping venues
  - Easy access to reporting and history

- Cost Savings
  - Leverage spend across the University and create value/savings
  - Reduced transactional costs
  - Increased contract compliance
  - Increased flexibility and customization of your profile
  - No searching for commodity codes on catalog orders
What will change?

- RazorBuy is a web-based application
  - Accessible from work, home and wireless devices
- Designated roles, electronic workflow & approvals
- Ability to order from multiple suppliers on one site
- Ability to create 1 requisition that can split into multiple PO’s
- Ability to electronically attach documents to a Requisition/PO
# RazorBuy Roles

- Each department must have at least 2 Requesters. If the department chooses to have Department Approvers, there must be at least 2.
- A RazorBuy Requester CANNOT be the only person in the TARGET approval chain in BASIS.

<table>
<thead>
<tr>
<th>Role</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shopper</td>
<td>• Searches for and selects the goods or services in RazorBuy</td>
</tr>
<tr>
<td></td>
<td>• Creates a Shopping Cart in RazorBuy</td>
</tr>
<tr>
<td></td>
<td>• Adds accounting information, if known</td>
</tr>
<tr>
<td>Requester</td>
<td>• Searches for and selects the goods or services in RazorBuy</td>
</tr>
<tr>
<td></td>
<td>• Can create a Shopping Cart in RazorBuy</td>
</tr>
<tr>
<td></td>
<td>• Adds accounting information, if Shopper has not added it</td>
</tr>
<tr>
<td></td>
<td>• Reviews and corrects the order</td>
</tr>
<tr>
<td></td>
<td>• Submits the cart “Place Order”</td>
</tr>
<tr>
<td></td>
<td>• Requires a BASIS ID</td>
</tr>
<tr>
<td>Department Approver</td>
<td>• Determines if requested items or services are appropriate</td>
</tr>
<tr>
<td>(Optional)</td>
<td>• Reviews order and approves use of cost center</td>
</tr>
<tr>
<td></td>
<td>• Approves or returns the requisition</td>
</tr>
<tr>
<td></td>
<td>• Requires a BASIS ID</td>
</tr>
<tr>
<td>Buyer</td>
<td>• Reviews requisitions that meet specific criteria to ensure</td>
</tr>
<tr>
<td>(Procurement Dept)</td>
<td>Procurement laws are being followed</td>
</tr>
<tr>
<td></td>
<td>• Approves or returns the requisition</td>
</tr>
<tr>
<td></td>
<td>• Assists with the bidding process</td>
</tr>
</tbody>
</table>
Need Staples Requester Training? Click here for details.

Our Mission

Procurement Services believes your purchasing experience should be made as easy as possible. Our mission is to simplify the process of obtaining goods and services from preferred suppliers, thereby minimizing costs, improving efficiencies and enhancing the overall financial health of the University of Arkansas-Fayetteville (U of A). The Procurement Staff offers their professionalism, expertise and ability to provide guidance through the purchasing process.

What is RazorBuy?
For BASIS purchasing for all UA Departments not yet transitioned to RazorBuy

- Call your Buyer for assistance!

- BASIS requisitions received by Purchasing without proper information or documentation attached will not receive immediate processing.
Call your Procurement Coordinator if you have questions about:

- Types of Purchase Orders
- Status of Orders
- Prepayments
- Purchase Order Cancellation and Change
- Purchasing Timetable
- Procedures for Receiving Freight
- Shipping & Handling Charges/Tax
Specific Merchandise & Services

• Office Supplies — *Staples contract pricing is already in RazorBuy!*

*We also use:*

• State Contracts
• E&I Co-op Contracts
• US Communities
• WSCA, NJPA
• TIPS/TAPS Contracts
• Many other competitively bid contracts
Surplus Warehouse

Wenoah Goodson - Manager
Phone: 479-575-2325
Email: goodson@uark.edu

Gas Cylinder Management

Dewayne Keirn – Manager
Phone: 479-575-4990
Email: bkeirn@uark.edu
Surplus Warehouse

AUCTION NOTICE

The University of Arkansas Surplus Warehouse will conduct a Public Auction on Saturday November 9, 2013 at 10:00am. The Warehouse is located at 300 Eastern Ave.

Preview – 8:00am day of sale

AUCTION FLYER

Quick Links:

- Surplus Property
- AR State Surplus - Marketing & Redistribution
- Surplus of Computers
Wenoah Goodson 5-2325

- Call before you purchase something new, she may have what you need at the warehouse!
- Check with your departmental contact if you need to surplus U of A property!
Fixed Asset Purchases

Capitalized Fixed Assets are defined for inventory purposes as all tangible property with a unit cost of five thousand dollars ($5,000.00) or more and a normal usage of two (2) or more years.
Complimentary & Preview Purchases

- Ordering and/or accepting Delivery of Complimentary or Preview Items.

- Free is Not Always Free!

- Return and/or Cancellation of Complimentary Orders or Preview Items.
Computer Hardware, Software, & Peripherals

• Purchase from the U of A Computer Store if possible – They can add real value to your purchase.

• Contact your Procurement Coordinator with general questions.

• Check with IT if you have a question about your request, be sure to obtain department approval, then process the requisition.
After The FactòPurchases

Any employee that orders and/or purchases goods/services without obtaining proper approval prior to completing an official UA Purchase Requisition and Purchase Order, or using the UA P-Card, may ultimately be liable for the cost of those goods/services.
Karen Jones
www.uark.edu/depts/travel

Karen Jones – AP/Travel Manager Phone: 5-5363

Guide - Traveling for U of A
Travel Policy
Creating Travel Authorizations
T-card Information
Vehicle Rental Contacts
Information on Vehicle Rental Insurance
E-mail: UATravel@uark.edu
TRAVEL NEWS:

01/09/2014 - All faculty and staff traveling outside of the United States on a U of A related activity are required to register their travel at http://studyabroad.uark.edu/employeetravel/ before they initiate a request for travel authorization. All students must be approved through the Office of Study Abroad for any university related travel outside of the U.S. and no university funding may be committed prior to that approval.
http://studyabroad.uark.edu/independentstudenttravel/

- For those of you with administrative and traveler t-cards expiring click here for renewal information.
- Hertz Rental Car has been added to the state-mandated rental car contract. Travelers now have an option of Enterprise/National or Hertz when renting a car. See the Car Rental Contracts section for more information.
- For processing of travel related wire transfers, please see the revised wire transfer details form, a copy should be submitted to the travel office with the TRPO number.
Accounts Payable

Vendor Identification

Procurement

Surplus Warehouse

Training

Travel

BU Assignments

Accounts Payable

Home » Accounts Payable

BU Assignments

Payers are assigned to Department units. If you are unsure which Payer, visit the BU Assignment page or call 479/575-2551.

Accounts Payable Policy

Direct deposit instructions for reimbursement and travel. Vendor Inquiry Quick Links

State of Arkansas Sales and Use Tax Basics

• Vendor Tax Information
• Overview
• Computers
• Agriculture
• Services

Accounts Payable Staff:

• Karen M. Jones
  Accounts Payable and Travel Manager
  575-4250

• Bobbie Kennedy
  Fiscal Support Specialist
  575-7044

• Vikki Necessary
  Fiscal Support Specialist
  575-7734

• Ashley Ray
  Fiscal Support Specialist
  575-7124

Empower Information

• Empower Imaging
• Viewing & Printing Invoices
Sample Forms and Information

Available on the web or call your departmental Buyer for help!

Questions ???

Departmental Number 5-2551