

UA LITTLE ROCK PROCUREMENT SERVICES

QUICK REFERENCE GUIDE

UA Little Rock Procurement Services strives to provide the campus community with outstanding guidance and service while practicing the values and guiding principles of public procurement and complying with state laws and regulations.

This Quick Reference Guide has been created as a part of Procurement Services' commitment to serving its mission to the university. However, these are intended to only be general guidelines. As the details of every procurement scenario can be quite different, these guidelines will not cover every possible requirement. Procurement Services is always willing to help with any questions or problems and can be reached at 501.569.3144. In addition, detailed information is available on Procurement Services' website, ualr.edu/procurement.

REQUISITIONS

This section is a guide for individuals responsible for requesting goods and services. In most cases, a requisition must be created in Banner by authorized individuals and a Purchase Order issued in advance of any order for commodities and/or services. Completed requisitions are then routed to designated Banner document approvers. Finally, approved requisitions are routed to Procurement Services for processing and issuance of a Purchase Order.

Step-by-step instructions on entering requisitions in Banner are located at ualr.edu/procurement/home/onlinerequisition/. Further, UA Little Rock's Procurement Policy and Procedures contains valuable information and is available at ualr.edu/procurement/procurementpolicy/.

When purchasing goods and services, it is imperative to keep in mind bid limits as set by state law. Bid limits and requirements for non-construction purchases are as follows:

- \$0.00 to \$9,999.99 SMALL ORDER, ONE-TIME PURCHASE
 - Does not require bidding.
 - Repetitive purchases of the same or like items in this range should be combined and not considered as individual purchases. For example, office supplies and furniture.

- \$10,000.00 to \$49,999.99 QUOTE BIDDING
 - Requires competitive bidding.
 - Requires not less than three (3) quotes from potential vendors.
 - A bid tabulation sheet approved by the Office of State Procurement must be completed and turned into Procurement Services.
 - Procurement Services has an approved template if you wish to complete a quote bid yourself or, at your request, Procurement Services can complete a quote bid on your behalf.

- \$50,000.00 AND OVER
 - Requires formal bidding.
 - If you have a purchase that you believe will fall into this range, please let Procurement Services know as soon as possible.
 - **These processes can take up to 6 months, depending on the solicitation method required and possible legislative review requirements.**

- ALL PURCHASES OVER \$25,000
 - Requires a Grant and Disclosure Form be completed by the vendor and placed on file with Procurement Services prior to award (issuance of PO).

- INFORMATION TECHNOLOGY PURCHASES
 - Requires a Voluntary Product Accessibility Template (VPAT) be completed by the vendor and placed on file with Procurement Services prior to award (issuance of PO).

- ALL BIDS OVER \$25,000 WITH A SERVICE COMPONENT
 - Requires an Online Illegal Immigrant Certification and an Equal Employment Opportunity statement be on file with Procurement Services prior to award (issuance of PO).

P-CARD

The Procurement Card (P-Card) is an accelerated, flexible purchasing tool for conducting official UA Little Rock business. The UA Little Rock P-Card Program utilizes internal management and various methods of control.

The purpose of the program is to establish a more efficient, cost-effective way for departments to make purchases. By using the P-Card, the university will save time and money by consolidating paperwork, suppliers will receive payment more quickly, and your department will get its supplies without unnecessary delays.

Many items may be charged with the P-Card; however, there are also non-allowable items. Some examples of allowable and non-allowable charges are as follows:

- **ALLOWABLE** – Items that are not currently on a mandatory state contract, including:
 - Books
 - General office supplies
 - Lab supplies
 - Postage
 - Subscriptions

- **NON-ALLOWABLE** - Items that are on a mandatory state contract **cannot** be purchased with a P-Card without prior approval of the contractor. Non-allowable items include:
 - Items for personal use, including decorative items for non-public areas
 - Gifts for retiring faculty or staff
 - All greeting cards
 - Alcohol/alcoholic beverages
 - Cash advances
 - Travel expenses or travel related expenses unless authorized
 - **Splitting purchases to circumvent procurement laws**

On a monthly basis, P-Card cardholders should access their US Bank account online (<https://access.usbank.com/>) and complete the following steps:

- **ACCOUNTING**
 - For each transaction, reallocate the charge if any part of the FOAPAL differs from the default accounting code.
 - If this is not done before the cycle window closes, complete an **Expense/Transfer Form** (ualr.edu/vcfa/home/resources/forms/fin006/) and submit it to Accounts Payable.

- **COMMENTS**
 - For each transaction, list all commodities or services bought in the **Comments** box.
 - Comments should describe the purchase, the benefit to the university, or how the items are to be used, if this is not readily apparent by the description.

- List the name(s) of the event, grant, project, or program associated with the charges, if applicable, in the **Additional Comments** box.
 - List any and all transactions that are fixed assets for inventory purposes in the **Internal Audit** box.
 - If comments are not entered before the cycle window closes, you may write comments on the applicable line of the **Account Activity Report** or attach a separate sheet with the comments.
- ACCOUNT ACTIVITY REPORT
- At the end of each billing cycle, access the online account and print the **Account Activity Report**.
 - The page orientation when printing the report should be landscape.
 - Cardholder's T# should be written in the top right hand corner.
 - The report must be signed by the cardholder and the cardholder's supervisor.
- RECEIPTS
- Detailed receipts for each transaction must be attached to the **Account Activity Report**.
 - Receipts do not have to be originals.
 - Lump sum receipts are not acceptable.
 - Complete the **Missing Document Affidavit** (ualr.edu/vcfa/missingdocaffidavit/) if a receipt is not available or is lost. This affidavit must be notarized.

Cycle end dates, last date to allocate charges/post comments, and due dates are located on Procurement Services' website (ualr.edu/procurement/credit-card-billing-cycles/).

MANDATORY STATE CONTRACT ITEMS (AS OF FEB 4, 2016)

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. The following items are covered by mandatory state contracts, which means the vendor awarded the contract **must** be used when purchasing them, **regardless of the form of payment (requisition/purchase order or P-Card)**:

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|----------------------------|-------------------------------|-------------------|
| • Ammunition | • Envelopes, Blank | • Software |
| • Bath Tissue | • Envelopes, Printed | • Telephone |
| • Paper Towels | • Fleet Card | • Instruments New |
| • Facial Tissues | • Grocery | • Tires |
| • Copier Rental | • Office Supplies | • Vehicles |
| • Envelopes and Letterhead | • Paper, Copier and Printshop | |

CTS (CENTRAL TRAVEL SERVICE) / TRAVEL CARD

Travel expenses for lodging, commercial transportation (airfare, bus, rail, and rental vehicles), and conference registration may be direct billed to the university using the Central Travel Service Account (CTS) or Travel Card (T-Card). The CTS and T-Card are to be used exclusively for business related travel expenses. **Personal expenditures are not appropriate and never allowed.**

On a monthly basis, CTS and T-Card cardholders should access their US Bank account online (<https://usbank.com/>) and complete the following steps:

➤ ACCOUNTING

- For each transaction, reallocate the charge if any part of the FOAPAL differs from the default accounting code.
- If this is not done before the cycle window closes, complete an **Expense/Transfer Form** (ualr.edu/vcfa/home/resources/forms/fin006/) and submit it to Accounts Payable.

➤ COMMENTS

- For each transaction, list all commodities or services bought related to the travel in the **Comments** box.
- Comments should describe the purchase and the benefit to the university, if not readily apparent by the description in the **Account Activity Report**.
- List the name(s) of the event, grant, project, or program associated with the charges, if applicable, in the **Additional Comments** box.
- If this is not completed before the cycle window closes, you may write comments on the applicable line of the **Account Activity Report** or attach a separate sheet with the comments.

➤ ACCOUNT ACTIVITY REPORT

- At the end of each billing cycle, access the online account and print the **Account Activity Report**.
- The page orientation when printing the report should be landscape.
- Cardholder's T# should be written in the top right hand corner.
- The report must be signed by the cardholder and the cardholder's supervisor.

➤ TRAVEL AUTHORIZATION AND RECEIPTS

- An approved **Travel Authorization (TA)** for each trip must be attached to the **Account Activity Report**.
- Attach detailed receipts for each transaction associated with each TA.
- Receipts do not have to be originals.
- Lump sum receipts are not acceptable.
- Complete the **Missing Document Affidavit** (ualr.edu/vcfa/missingdocaffidavit/) if a receipt is not available or is lost. This affidavit must be notarized.

Cycle end dates, last date to allocate charges/post comments, and due dates are located on Procurement Services' website (ualr.edu/procurement/credit-card-billing-cycles/).