

**UNIVERSITY OF ARKANSAS AT PINE BLUFF
FINANCE AND ADMINISTRATION
BUSINESS PROCEDURES MANUAL**

OFFICE OF PROCUREMENT

Mission Statement

The mission of the Office of Procurement is threefold:

- 1) To buy goods and services with consideration for quality, delivery date and price;
- 2) To obtain the benefits of quantity buying and;
- 3) To reduce expensive emergency buying with cost reduction and ultimate economy as the principal objective.

In addition to the mission, the Office of Procurement has as its vision to become one of the most efficient Procurement units in the UA System and in the State in general, thus engendering confidence in all our customers as a worthy custodian and trustee of taxpayer funds. The business of Procurement must be conducted within the purview of State regulations, campus policy, good ethical standards, and as custodians of taxpayer funds.

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Purchasing Authority

All purchases, rentals, leases and lease/purchases to which the University is a party are subject to regulations and procedures as stipulated in Arkansas statutes. All types of purchases from all University accounts, regardless of the source of funds, are subject to these regulations and procedures and proper approval by the Procurement Office. The Office of Procurement is the **sole purchasing authority** for the University of Arkansas at Pine Bluff. Purchases not authorized by this authority are not legal obligations of the University. The contracting of a debt against the University either without proper authorization or in the absence of funds to pay that debt makes the contracting person liable. Further, the University assumes no responsibility for any purchases or deliveries that have been made without an **official purchase order**.

General Procurement Information

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Book Purchases

All books for instructional purposes may be ordered through Follett College Stores, which is housed on the UAPB campus. These books are ordered on a regular purchase requisition and forwarded to the Procurement Office. Procurement will assign a purchase order number and forward the purchase order to Follett. Textbooks must be ordered on the standard textbook requisition form provided by Follett.

Confirmation Purchases

Confirmation purchases are made before a written purchase order has been issued by the Procurement Office. A purchase is confirmed when the requester has secured a purchase order number from Procurement. The invoice for the purchase should be sent to Accounts Payable immediately for processing.

Conflict Of Interest

Under the Conflict of Interest law, the state speaks expressly on the “appearance of impropriety” that being we should not use immediate family members. It shall be a breach of ethical standards for any employee to participate directly or indirectly in any proceeding or application; request for ruling or other determination; claim or controversy, or other particular matter pertaining to any contract or subcontract, and any solicitation or proposal therefore in which to the employee’s knowledge:

- a. The employee or any member of the employee’s immediate family has a financial interest;
- b. A business or organization the employee or any member of the employee’s immediate family has a financial interest; or
- c. Any other person, business, or organization with whom the employee or any member of the employee’s immediate family is negotiating or has an arrangement concerning prospective employment. Direct or indirect participation shall include, but not be limited to involvement through decision, approval, disapproval, recommendation, preparation of any part of a procurement request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity.

Emergency Orders

“Emergency procurement” means the acquisition of commodities or services which, if not immediately initiated, will endanger human life or health, state property, or the functional capability of a state agency. With emergency procurement, the state agency must at a minimum, receive three (3) competitive bids unless the emergency is critical. The quotation abstract must show the names of at least three (3) firms contacted to obtain the service.

Gratuities and Kickbacks

It is a breach of ethical standards for any person to offer, give, or agree to give any employee or former employee, or for any former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter pertaining to any contract or subcontract and any solicitation or proposal therefore.

It is a breach of ethical standard for any payment gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

It is the intent of the law to prevent a person in a public trust position from profiting from that position. The law further states that a state employee must have been terminated or resigned from his/her position at least one (1) year before making application to do business with the state agency for which he/she was employed. Violations of this act carry with it a \$10,000 fine and up to 1-3 years of imprisonment.

Order Changing

Order changes and misrepresentation of the facts on a purchase request or order without prior approval from the Procurement Office may have severe legal implications.

Sole Source Commodity Procurements

Sole source procurements are those procurements, which, by virtue of the performance specification, are available from a single source. Brand name or design specifications are not sufficient explanation for sole source. Such procurements may include, but not be limited to:

1. Requirements of performance compatibility with existing commodities or services; or
2. Repairs involving hidden damage

Split Purchasing

Split purchasing occurs whenever there is a conscious attempt made on the part of the requester to circumvent the bid process by sending a series of identical small orders, or orders in the same commodity class such as sporting goods, building supplies, janitorial supplies, etc. 2-3 days or even 1-2 weeks apart. This is illegal and could result in revocation of the University's bid privileges.

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Procurement of Office Equipment

The Office of State Accounting has determined that **equipment** is defined as those purchases which have a cost of \$2,500.00 or more; a life of 2 years or more and have a separate identity of their own (example – a car, not the motor).

While \$2,500.00 is the threshold for equipment classification, the agency head is responsible and accountable for those items with a lesser cost such as a typewriter at \$450.00; a calculator at \$60.00; a computer at \$1,800 or items that are in a set such as tools or dishes. To assure accountability for lesser items, UAPB has classed them as **non-capitalized equipment** and the property control section in Finance maintains a separate accountability system for these items.

Service Agreements

It is strongly recommended that certain items of equipment be covered by service contracts in order to assure continuing efficient operation. Such generally used equipment as typewriters, word processing equipment, computers, dictating equipment, calculating machines and duplicating equipment fall in this category. Such equipment as Ph-meters, spectrophotometers, ultra centrifuges and other highly specialized scientific equipment should also be maintained under service contracts.

Copier Rentals

The Office of State Procurement has established a copier rental contract available for use to all state agencies with the following guidelines:

- Rental – no ownership by agency
- No maintenance payment, no supply cost other than paper

- The contract has many options with associated cost on **performance requirements, speed, features, copy volume, etc.**
- Rentals are 3 years with 2 more years of renewal options
- All copiers are digital
- Copiers may be new or used, always in good working condition (vendor's choice)
- Service calls should be no more than 4-5 a year; more than this requires documentation and a request for replacement.
- At installation, requester must make sure that a new dedicated surge protector just for the copier is in place.
- Replacement will be at no cost to the requester if it is proven that the machine is defective and malfunctioning or has reached its useful life.
- Replacement cost may be assessed to the requester if:
 - a) The usage is exceeding the original volume limit and provider recommends an upgraded machine.
 - b) Requester wants an upgraded machine (necessitates a new purchase requisition)

A penalty may be imposed for canceling the contract in the midst of the contract period. Annually, the office of procurement will **automatically renew the rental agreement unless requester calls 2 months prior to the end of the contract period. Requester is responsible for notifying procurement if cancellation is desired.**

Copier Purchases

The requester will submit a completed "copy machine request" for bid form along with an approved purchase requisition to the office of the Vice Chancellor for Finance and Administration.

The purchase for **ownership** copier will be bid by the Office of State Procurement. It takes approximately 8 weeks for delivery of the copier.

The warranty period is 90 days after which the maintenance contract must be established annually.

Office Supplies

In order to save time and supplies, the Office Supply Book is no longer printed. To access the supply book, please go to the following web site: www.bsdnet.officedepot.com; login-uapbalways, password – goldenlion. Once you enter the site, select the tab MY SHOPPING LIST (the tab is located at the top of the page in the read area). Scroll down and select the area you need. Follow the instructions to the prompt that says "add to cart and print list." Then transfer items to central store requisition form. Please do not forget to LOGOUT (located in the gray area at the very top of the page).

The on-line requisition process has been developed to allow the Procurement office to handle requisitions in a more efficient manner. In order to access this process, a TS JOB

REQUEST has to be done to get the module added to your computer. After the module has been added, you must contact the **PROCUREMENT OFFICE FOR TRAINING**.

Supplies purchased from Central Stores require the utilization of the Central Stores Purchase Requisition (See the Forms Section of this document). This requisition, completed in detail and signed by the Budget Officer, allows the requester to obtain supplies in the quantities needed and at a quicker pace than the normal lead time affords. We are in the process of having the central store form added to this website.

Note: The requester must never purchase items from other sources since reimbursement may not be allowed where a state contract exists.

Printing

The process of transferring image(s) by the use of Standard Industrial Type Printer Ink, upon documents such as letterhead, envelopes, pamphlets, booklets and forms is defined as printing.

A single copy is not considered printing. It must be multiples of 2 or more. Bids are still required for printing as defined above that are done off campus starting at \$.01 cent ad infinitum when using state or federal money and when not done by another state agency.

The definition for printing excludes what is termed “**xeroxing**” since copies made on a copy machine either color or black ink using toner, is not industrial ink.

Screening on promotional items and clothing is also excluded from the definition of printing.

Those procurements where printing is incidental to the use of the item such as on T-Shirts, Promotional Items, Pens, Pencils, Leatherette Bags do not require bids if the cost is within the small order dollar limit.

Printing Procedures When Using State or Federal Monies

The first source for printing is the UAPB Printing Services unit which is located in room 106 of the Rust Technology building.

If UAPB Printing Services is unable to accommodate the requester, written approval to secure printing service off campus must be obtained from the Associate for Administration currently in room 205 of the Administration Building.

Other printing sources would include either of the following – 1st another state agency – no bidding is required – submit the approved purchase requisition to the Office Of Procurement. Some of the state agencies that do printing are: Cooperative Extension; The Department Of Corrections; UAMS, UAF, UAM, UALR, Etc. 2nd if the limit is less than or equal to \$2,500, three faxed or hard copy quotes and the approved purchase

requisition must be submitted to the Procurement Office; 3rd if the printing cost is in excess of \$2,500, it must be bid by the Office of State Procurement because it exceeds our printing delegation limit. The lead time for this printing is 6-8 weeks prior to the need.

Departments should not solicit their own quotes for printing jobs done off campus without first checking with the Office of Procurement, extension 8735. There are forms that must be completed by the printer.

Service Agreements

It is strongly recommended that certain items of equipment be covered by service contracts in order to assure continuing efficient operation. Such generally used equipment as typewriters, word processing equipment, computers, dictating equipment, calculating machines and duplicating equipment fall in this category. Such equipment as ph-meters, spectrophotometers, ultra centrifuges and other highly specialized scientific equipment should also be maintained under service contracts.

Small Orders

Spending limits of **\$.01 - \$5,000/** per commodity class referred to as “**small order**” generally does not require bids; however, orders in the same commodity class may not be combined if the **combined commodity class** exceeds the small order limit requirement.

\$5,001 - \$25,000 referred to as “fax quotation limit” require 3 hard copy quotes, the use of minority vendors if available; applicable costing elements must be level for all bidders (product, freight, installation, etc). If the cost is over \$25,000.00, the completed grant and contract and disclosure form is required of the successful bidder, only. All documentation must be forwarded to the procurement office prior to the issue of the purchase order.

\$25,001 ad infinitum, which refers to the "formal bid limit", is handled exclusively via the office of procurement.

The exceptions to the above limits are public works (construction), printing and items on state contract.

Agencies are encouraged to use competition to the maximum extent practicable.

Telephone Service – Cellular Phones

Effective October 2007, for the most part, the University of Arkansas at Pine Bluff is out of the Cellular Phone business. However, the University will provide a bi-monthly “allowance” paid from the employee’s check. This action is based on a documented need to have a cell phone. The Office of Procurement will provide additional information upon request. In addition, a copy of the new cell phone policy distributed by the Payroll office is attached to this manual.

Desk Top Phones

Currently, the desktop phones are primarily **Cisco IP instruments**. However, there are some Northstar instruments yet on the campus. Whenever replacements are needed, the requester should contact Technical Services.

Travel Authorization

Authorization to travel forms are available on the UAPB web page under Administrative Forms. These forms are for travel on University business, and must be attached to the purchase requisition when submitted to the Procurement Office. The Authorization to Travel should include the total amount of the travel. A purchase order is prepared by the procurement office with copies distributed to the requesting department and accounts payable.

Travel Regulations and Restrictions

While this service does not bidding, it is recommended that arrangements be made in time so as not to require ticket increases. The lead time to process the request for tickets by the Procurement Office is one day after receipt of the approved purchase requisition.

The Travel Supervisor's Lead Time For:

- **Travel reimbursement** which are received, complete (with all the proper documents – TRI, receipts, reports if required) is processed on Wednesdays.
- **Travel advances** must be received **one week** prior to need.
- Upon return from the trip **where an advance** was given, the **requester has three (3) to five (5) five business days from the date of return to return the money that was advanced.**
- Preferably, it is requested that all receipts on the **TR1 form be original receipts.**

Procurement is unable to process any part (the advance, the registration, the ticket, the hotel, etc.) of the travel request without the **“authorization form”when each part of the travel is done separately.**

Catering Services

University units are not budgeted for the consumption of food apart from food consumed with overnight travel. There are, however, instances where catering is permitted i.e, when using “state monies” in compliance with Board Policy 260.1. The purchase requisition must be accompanied by an “official function” letter of authorization from the Chancellor's Office. Once the letter of authorization is approved, it is without expiration; however, it is confined to the events specified therein. The purchase order is prepared for submission to the vendor. Grant and private monies are exempt from this requirement.

Note: the above procedure is not applicable to non-university related functions.

Meals For Official Guests

Meals for official guests of the University are allowable expenditures. A list of names of the individuals for whom meals were purchased and an explanation of the nature of the official function should be attached to the Requisition. Meals for University employees may be included if it a necessary requirement that they be present for the event.

Minority Business Practices

Excerpts from a letter from the Director of State Purchasing dated October 1983, states that the Governor has set forth an Executive Proclamation which sets a goal for “all state departments, agencies, colleges and universities, boards and commissions to procure or contact for at least 10% of all goods and services from minority businesses.” In this regard, we welcome and encourage the use of minority business enterprises to sell to the University. However, no preferential consideration may be granted as exceptions to the laws, which govern how a firm should do business in the state of Arkansas with other state agencies.

“Minority Business Enterprise” means a business enterprise that is owned or controlled solely by one (1) or more socially or economically disadvantaged persons. The disadvantage may arise from cultural, racial, chronic economic circumstances or background, or other similar cause.

Service Contracts

Service contracts such as elevator maintenance, janitorial service, technical repair service and pest control service are exempt from the Professional Services contract procedures and are governed by other State Purchasing Law.

Standard contract forms in use by licensed practitioners such as architects and engineers may be used to supplement the standard PCS contract form. Any such additional terms and conditions should be attached to the PCS forms when submitted for approval. It may be necessary to secure modification of the terms of these agreements to bring them into compliance with state law.

Public Works Projects

Construction/Capital Improvements – new construction or any improvements to lands, buildings or structures of public property must be in accordance with applicable laws, codes, and safety and fire regulations. The current spending limits and other requirements are listed below:

- 1) .01-\$5,000.00 considered a small order – no bids required;
- 2) \$5,000.00 - \$25,000.00 – require 3 quote bids and may be subject to #3 below
- 3) \$25,001.00 – require formal bids opened by the Office of Procurement and include the bid and performance bonds; contractor’s requirement; also the successful contractor must be licensed the day the project bids.

- 4) \$25,000.00 - \$75,000.00 – same as #3 above plus drawings, plans and specifications by an Arkansas licensed architect/engineer and with Davis/Bacon wage labor requirements; contract and grant and disclosure certification form.

How to select an Architect/Engineer

The requester must comply with the sequential directives listed below:

- Work with Finance to establish a Method of Finance (MOF) for the project
- Submit the following to Procurement:
 - a letter to the Chancellor for approval of the project
 - an approved purchase requisition to advertise for interested firms. The purchase requisition is usually in the amount of \$50.00.
 - a copy of the approved MOF
 - a selection committee (some odd number 3,5,7). One must be the Plant Director, the Requester and for every three (3) persons, one must be outside the work area of the requester.
 - a detailed scope of work to include the **type of service requested** (see types below)
 - type of services must be identified (a or b)
- **A.** What was formally termed “on-call contracts” for projects \$500,000 or less has been changed. The new name is “**design professional contract**” and the limit has been raised to \$1,000,000 or less.
- **B. One time services for a designated architect** – for projects over \$1,000,000 – once the project is complete the service is concluded.

Requester must also secure the interview room and inform Procurement of the location. This facility must have overhead and LCD projector equipment available as well as a technical person to operate the equipment

- Due to the length of the selection process, the Requester must provide for coffee set up and snacks or lunch
- Once the interview date has been set, Procurement will set schedules, send notifications and facilitate the process.
- **Public notice (ad)** is prepared by Procurement indicating the date and time for receipt of proposals from interested firms.
- Proposals are reviewed and **interviews are conducted** with all interested firms.
- **Based on objective criteria for selection, one firm is selected** for the type of services requested.
- **Notifications** are sent by Procurement to the requesting department, all firms and to the Finance office.
- The firm, the requesting department and the Office of Finance will work to complete the **professional services contract**.

- After the PSC has been completed and approved, the requester and the firm will develop the plans, specifications and drawings for bid by Procurement.
- The firm will be available throughout the project until completion

Vending Services Operation

Requests for vending machines (snacks, beverages) to be located in a building must come from the building manager. It is the responsibility of the manager to make sure the machines are located in a **secure** place and **profitable**. If a machine is not secure and profitable, the service may be discontinued.

State Contracted Items

The items listed below are state contracted items, which mean that these commodities must be purchased from the vendor(s) so named on the respective contracts. The state will not reimburse the requester if the items were procured from some other source when a contract exists. Listed below are the items that are currently covered under and/or procured from the state contract:

Air Conditioners	Ballasts/Lamp
Light Bulbs	Maps and Charts
Office Supplies	Business Forms
Continuous Forms	Diplomas/Covers
Continuous Labels	Cut Paper
Envelopes	Facsimile Machines
Digital/Analog Copiers	Pharmaceuticals
Telephone Equipment	
Tires and Tubes	
Letterhead Stationery/Envelopes	
Video Tapes - Blank	
Copier Paper	

Christmas Paraphernalia

The purchase of Christmas cards and other paraphernalia by state agencies is prohibited. Act of 1987 at 19-4-522 entitled Maintenance and General Operation states in part: “this classification shall cover items of expenses necessary for the proper and efficient operation of the state agency, authority, board, commission, department or institution of higher education.”

The department of Finance and Administration has held that the purchase of Christmas “paraphernalia” and etc. are not necessary or proper expenditure for the operation of state government.

Lease of Commodities on State Contract

No contract for a period longer than ninety (90) days for lease of commodities on state contract shall be approved unless the Director of State Procurement determines in writing

that it is in the best interest of the State to do so. Examples of these kinds of commodities are typewriters and personal computers.

Workshop/Seminar Door Prizes and Other “Gifts/Donations”

Unless the event has been declared an **“official function”** by the agency head or if private monies are used for the expense, State Law prohibits the use state or federal monies to **provide “gifts” to state employees for personal use.** At all times, the purchase requester is accountable for the merchandise unless duly transferred through property control. Please observe the following:

Whenever merchandise is given, it should be publicly stated that **these items are for “General Office” use while at UAPB.**

Non-expendable supplies/equipment (computers, electronic organizers, desk accessories, etc.) must be tagged by property control prior to being issued and a listing of the recipient’s name, department and location should follow.

10 Days Means Acceptance

It is mutually understood by purchaser, vendor and the freight-lines that 10 days without a challenge to a delivery (whether damaged, incorrect, etc.) means that the ordering agency has **accepted** the merchandise; therefore, immediate verification of the accuracy of the order is critical. **The University is greatly disadvantaged in having the order returned if the order has set for months unchecked and the invoice has been paid.**

Interdepartmental Orders

Most interdepartmental transactions are processed by a transfer of funds between departments; no purchase order is required. Some examples of interdepartmental charges are: mail services; duplicating services; some physical plant charges; telephone services and special events. Signature documentation sheets will be maintained to provide transaction control in most areas where interdepartmental purchasing occurs.

Confirmation Purchases

Confirmation purchases are made before a written purchase order issued by the Procurement office is received by the vendor. A purchase is confirmed when the requester has secured a purchase order number from the Procurement office. The invoice should be sent to accounts payable immediately for processing. The purchase order and copies of the invoice are sent to the appropriate persons for approval. **This Is The Exception – Not The Rule.**

Vehicles: Rentals and Lease

No legislative approval is required for the **“rental”** of a vehicle for thirty (30) days or less. The approved purchase order is all that is required.

Full Legislative Council approval is required to lease a vehicle for longer than 30 days. The purchase order will not be issued until the Council has approved the request. It is

recommended that the paper work be received by Procurement forty-five (45) days prior to the need in order to meet the Council’s monthly meeting date. The following documents should be submitted to Procurement:

- 1) An “approved” purchase requisition listing:
Destination
Number of Days Requested
Type of Vehicle Requested (Year, Make And Model)
Total Lease Price
- 2) The Completed Vehicle Lease Request Form

Statutory Law Act 455-Sec. 22-8-102 and 103 – Leasing of Vehicles by State Agencies:

- 1 Before any state agency shall “lease” any motor vehicle or renew any existing lease for a motor vehicle, the agency shall submit a written request to the Director of State Procurement – Department of Finance and Administration identifying the motor vehicles to be leased by the agency and all facts and circumstances that may be requested by the Director to enable him to determine the economics, need, and feasibility of leasing the motor vehicle.
2. Upon receipt, the Director of State Procurement shall review the request to lease the motor vehicle, and if he determines that the lease is in the best interest of the state of Arkansas and that the agency has adequate funds to pay the lease, he may approve the request, after he has received the approval of the Legislative Council.
3. After receiving the approval of the Legislative Council, the Director of Procurement shall stamp his approval on the request and return it to the agency, which may then proceed to enter into the lease.
4. If the Director of State Procurement disapproves a proposed lease of a motor vehicle, he shall stamp disapproval on the request and return it to the agency, and it shall be unlawful for the agency to proceed to lease the motor vehicle.

History Acts 1977, No. 455 § 3:A.S.A 1947, § 14-526 § 22-8-103. Penalty for Noncompliance with §§ 22-8-101 and 22-8-102: any department head or employee of the state of Arkansas failing or refusing to carry out the provisions of §§22-8-101 and 22-8-102 shall be deemed guilty of a **class B misdemeanor** and upon conviction shall be punished in the manner proscribed by law.

Note: vehicles, which are rented while the traveler is out of state, are not governed by this section on vehicle rentals.

Vehicles: Private Use – Prohibited

Private Use of State Vehicles – Penalty – the use of a state vehicle for private use is prohibited.

Use of Stock Vehicles – when there is a need to use one of the vehicles in our current rolling stock, the requester should contact the motor pool supervisor (543-8834) for assistance in scheduling and completion of the **motor vehicle request form**.

Charter Service for Student Travel

Although charter service is exempt from the bid requirement, the requester should make every effort to insure that any buses used for student travel which are not from the university fleet are from a legitimately recognized “charter service” with licenses, sufficient liability insurance and permits with evidence of the same.

Funds for student travel have been identified with the pre-fix 910 as student generated. While purchases of this nature are not specifically required to comply with the laws of the State, the Office of State accounting, pre-audit section strongly recommends that these requests be carefully monitored and additional approvals or documentation as needed if it involves risk or unusual liability to the University.

Specification Preparation by Prospective Bidders

Preparation of specifications by outside vendors especially if there is intent that they will bid the project is prohibited by Arkansas State Procurement Law. More specifically, when a prospective bidder works closely with a department by preparing in-depth specification (especially when the cost of the project will exceed \$5,000.00) there a potential for the following disadvantages/infractions:

- provides an unfair advantage for all other prospective bidders
- may cause the company who prepared the specifications to be disqualified from bidding the final project
- Vendor has invested a lot of time and energy in efforts that may not be productive to him (he may not be the successor in the bid process)
- gives a gross appearance of impropriety and the University is without obligation for the “specifications” should they be incorporated into the bid package without prior knowledge of the UAPB Procurement agent
- the department may choose to not include the vendor on the final bidder’s list (unknown to the Procurement agent)
- Prospective bidders should never be asked to serve on boards or committees which may result in a bid process in which his company is likely to participate – this is a conflict of interest.

The above information applies to goods (commodities) services, bids, and requests for proposals.

New Procurement Guidelines for Accounts with Fund Numbers 590, 119, 190

In previous years, fund prefixes beginning with 590, 119 and 190 have been treated by the Office of Procurement as “private” with no compliance whatsoever to State Law or other campus policies. Goods or services were simply purchased as requested with little or not inquiries.

Effective immediately, the UAPB Office of Finance and Administration has deemed all accounts beginning with 590, 119 or 190 prefixes will be governed by all State Procurement Laws and campus policy which may be applicable. It is recommended that inquiries be made early and the acquisition process be started in sufficient time to satisfy the departmental needs.

Reminder – the campus policy is that the “purchase order” be in place prior to fiscally obligating the University.

Forms (See UAPB Web page – Administrative Forms section)

Bidder’s Application

Contract and Grant Disclosure and Certification Form

Copy Machine - Request for Bid

Purchasing Requisition

Request for Taxpayer Identification Number and Certification

Remodeling/Construction Authorization Form

Signature Authorization Form

Sole Source Purchase Justification Form

Cell Phone Policy

A copy of the cell phone policy is attached for informational purposes, only.