

Procurement Policies and Procedures – Quick Reference

During legislative sessions, numerous legislative and regulation changes may occur that impact campus procurement policies. The most recent Procurement updates are here: <http://procurement.uark.edu/index.php>

UA Procurement currently offers **Purchasing Plus**, an informational procurement training session, to assist university employees. Review the training website here: <http://businessservices.uark.edu/training.php>

Please contact your Procurement Coordinator, or Purchasing Department at 575-2551, with questions or concerns regarding purchasing at the University of Arkansas.

1) **Purchasing Thresholds**

- A. Small Order Limit - purchases from \$0.00 to \$10,000
With the exception of:
- Personal Reimbursements
 - Invoice Attached
- B. Fax Quotation Limit - purchases from \$10,001 to \$50,000
- Required supporting documentation in the form of a price quote faxed by phone or e-mailed from at least three different bidders, one of which should be a minority vendor if available. Total price must include a firm freight cost, if applicable.
 - Complete the non-catalog form in RazorBuy, and be sure to select the “Quote Bid” box.
 - Attach all required and supporting documentation to the requisition.
- C. Formal Bid Limit - purchases from \$50,001 +
These purchases are formal solicitations and at this time must be entered into BASIS as a purchase requisition type of “BR” for Procurement to solicit these bids.

2) **Printing Delegation** – All printing bids, meaning wet soy ink on paper, and not digital copying, MUST be processed by a state agency or bid by the UA in a competitive process. UA Procurement MUST solicit bids on any print job.

- Departments should enter a purchase requisition type of “BR” being sure to include price estimates for all lines.
- Provide any specifications you have to your Procurement Coordinator.

Refer to Procurement Policy here: <http://procurement.uark.edu/policy/index.php>.

3) **Standing Orders** - Monthly purchase limit is \$10,000 per standing order.

4) **Sole Source Purchases** - Sole Source requisitions over \$10,000 should be entered in RazorBuy with justification and the on-line form for this purpose. A signed statement from the vendor is also helpful. Refer to Procurement Policy here: <http://procurement.uark.edu/policy/index.php>

5) **Professional Contract Services** - Professional Contract Services contracts over \$25,000 require the 2-page “98-04 Disclosure” form to be completed by the vendor. The form is on the Purchasing Website here: <http://procurement.uark.edu/resources/documents/cgcf.pdf>. PCS contracts between \$10,001 & \$50,000 are reported monthly to the Office of State Procurement. All PCS contracts from \$50,001+ are sent for legislative review. Review here: <http://procurement.uark.edu/professional-contract-services.php>.

6) **Special Procurement** - The Special Procurement option can be utilized for a short-term contract while a bid is processed. Refer to PCS site here: <http://procurement.uark.edu/professional-contract-services.php>

7) **Vendor/Supplier Information** – Visit our web site here: <http://supplier.uark.edu>