

Procurement Policies and Procedures

During legislative sessions, numerous legislative and regulation changes may occur that affect campus purchases. The Purchasing Department currently offers **Purchasing Plus**, an informational procurement training session, which is posted on the Purchasing Website to assist all university departments and employees. Departments and employees may also utilize the information contained in this document below to assist them in the purchasing process.

IMPORTANT: Please contact the Purchasing Department at 575.2551, or your departmental buyer, with any questions or concerns regarding the purchasing process at the university.

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 faxed by phone or e-mailed from at least three vendors, one of which should be a minority vendor if available for the commodity being purchased. Total price must include a firm freight cost, if applicable.
- In addition to price quotes, any purchase over \$10,000 requires a 2- page “Contract and Grant Disclosure and Certification Form” to be completed by the vendor who is awarded the quote. This form may be found on the Purchasing Website at <http://www.uark.edu/admin/busaffrs/purchasing/>
- Complete the TQ form in BASIS
- Send the required documentation to Purchasing

C. **Formal Bid Limit** – purchases from \$50,001 +

These purchases must be entered into BASIS as a purchase requisition type of “BR” and Purchasing must solicit these bids.

2) **Printing Delegation** – The Purchasing Department may now solicit printing bids up to \$25,000. Departments should NOT solicit their own quotes 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 departmental buyer in Purchasing.

Printing jobs over the \$25,000 delegation limit should be submitted to Purchasing who will in turn submit the jobs to The Office of State Procurement for bidding.

3) **Blanket Purchase Orders** – Monthly purchase limit is \$10,000 per blanket.

4) **Sole Source Purchases** – Requisitions for Sole Source purchases over \$10,000 should be entered into BASIS with justification and the on-line form for this purpose. In addition we require the 2-page “Contract and Grant Disclosure and Certification Form” to be completed by the vendor. The form may be found on the Purchasing Website at: <http://www.uark.edu/admin/busaffrs/purchasing/>

5) **Professional Contract Services** – Professional Contract Services contracts over \$25,000 require the 2-page “Contract and Grant Disclosure and Certification Form” to be completed by the vendor. The form may be found on the Purchasing Website at: <http://procurement.uark.edu/cgcf.pdf>. Professional Contract Services contracts between \$10,001 & \$50,000 are reported monthly to the Office of State Procurement. All Professional Contract Services contracts from \$50,001+ are sent for legislative review as currently stated in our purchasing policy and procedures located at: <http://procurement.uark.edu/650.php>

6) **Technical Services** – Technical Services are handled as commodity purchases as noted above. Higher Education is exempt from the \$100,000 threshold data service review by the state.

7) **P-Card Purchases** – Current average threshold is \$2,500 per transaction/\$25,000 per month per card.

8) **T-Card Purchases** – Limited transaction types and amount as required by current law. See travel regulations for details.