



321 Administration Bldg. • Fayetteville, Arkansas 72701 • (479) 575-2551 • (479) 575-4158 (FAX)

## Business Affairs

All University Employees:

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.

We want to reduce the number of personal reimbursements on our campus as it's not "Best Practice" or a cost effective way for the university to routinely do business. Processing personal reimbursements is labor intensive and costly, and they do not give the university purchasing data needed for current contract management or future procurement planning.

Interested departments/individuals responsible for making arrangements for Official Functions, UA Board Policy defined at: [http://vcfa.uark.edu/Documents/BOTPol\\_0260\\_1.PDF](http://vcfa.uark.edu/Documents/BOTPol_0260_1.PDF), should consider other options besides personal reimbursement for individuals charged with these responsibilities. The use of an approved university PO at a restaurant who accepts our purchase order is the preferred method of payment. Click here for a current list of local area [Restaurant Locations Accepting UA P O's](#).

University departments or individuals, who have a demonstrated a need to use their P-Card for the purchase of food for Official University Functions, may have their supervisor (or authorized departmental approver), make that request via e-mail directly to Carol Wade, [cawade@uark.edu](mailto:cawade@uark.edu). We will confirm back to you when the request is approved, and share additional information regarding documentation which must be received from you when the card is used for Official Function events.

**A minimum of 12 personal reimbursements for food in the past calendar year, or the assurance that you will use your P-Card for that minimum number of Official Function events within the upcoming calendar year, is a requirement.**

Misuse of the university P-Card, by any department and/or individual, may result in the immediate cancelation of the P-Card and/or additional punitive action by the university. Purchasing, at their discretion, and in their capacity as the purchasing authority for the university, may make this decision on behalf of the institution if it is determined to be in the best interest of the University.

Thank You

**Linda K. Fast, CPPO, CPPB, APO**  
Procurement Manager



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