



CONTRACT AND GRANT DISCLOSURE POLICY/GUIDELINES

In accordance with Governor's Executive Order 98-04, Contract and Grant Disclosure and Certification Forms are required for transactions over \$25,000 (unless exempt from disclosure requirements) whereas disclosure forms must be obtained.

REQUIRED CONDITIONS:

- New Contracts
- Contract Renewals
- Contract Addenda (e.g., additional scope, price changes, etc.)

EXEMPT CONDITIONS - CONTRACTS EXEMPT FROM DISCLOSURE REQUIREMENTS:

(1) CONTRACTS AND SUBCONTRACTS LESS THAN \$25,000.

Agencies are not required to obtain the disclosure listed in Section 2 from potential contractors, whether individuals or entities, for which the total consideration is less than or equal to \$25,000. Contractors are not required to obtain the disclosure listed in Section 2 from potential subcontractors, whether individuals or entities, for which the total consideration is less than or equal to \$25,000. Agencies shall not split procurements into two or more contracts in order to circumvent the limit on the amount allowed to be purchased exempt from the disclosure requirements.

(2) OTHER CONTRACTS EXEMPT FROM DISCLOSURE REQUIREMENTS by Ark. Code Ann. § 19-11-203.

- (a) Contracts with another governmental entity such as a state agency, public educational institution, federal governmental entity, or body of a local government.
- (b) Commodities procured from non-profit workshops authorized by Ark. Code Ann. § 19-11-501 et seq.
- (c) Farm products procured in accordance with Ark. Code Ann. § 19-11-203(14)(H).
- (d) Procurement of postage.
- (e) Payment of taxes.
- (f) Contracts with utilities defined, recognized, and regulated by the Arkansas Public Service Commission as a monopoly offering.
- (g) Medical items used for the treatment and diagnosis of patients, if procured through a group purchasing entity serving other public health institutions when substantial savings are available.
- (h) Purchase orders issued by agencies against Office of State Purchasing contracts.
- (i) Expenditures not involving public funds.
- (j) Published books, manuals, maps, periodicals, films, technical pamphlets, and copyrighted educational aids for use in libraries and for other informational or instructional purposes in instances in which other applicable law does not provide a restrictive means for the acquisition of them.
- (k) Services of visiting speakers, lecturers, and performing artists.
- (l) Works of art for museum and public display.

(3) EXEMPTION FROM DISCLOSURE FOR WORK STUDY STUDENTS.

Agencies shall not be required to obtain disclosure or approval of applicants for work study positions.

NOTE: An "alert" in Workday signals the need to gather and attach the form. If the Requisition or Supplier Contract transaction is less than or equal to \$25,000 and not exempt, please obtain the [Contract and Grant Disclosure and Certification Form](#) from the Supplier and attach it to the transaction. Procurement will return the Workday request if the completed form is not included in the Attachments of the applicable request.

We appreciate your support and cooperation in keeping the University of Arkansas compliant with all state laws and regulations. If you have additional questions or need further assistance, please contact your Procurement Coordinator.