1. **$0 - $20,000** – May be processed on a purchase order via submission of a requisition and completed University of Arkansas Vendor ID Form to Business Services prior to performance of the services. Average process time is 24-48 hours. (If services with the same individual or firm exceeds $20,000 in one Fiscal Year, see requirements below for the applicable total dollar amount. Required Forms:
	* Requisition
	* Vendor ID Form <https://pcweb.uark.edu/imagenowforms/fs?form=AVCB_Vendor_Form>
2. **$20,001 - $24,999** – Same as $0-20,000 requirements **PLUS**: Three Bid Quotations.
3. **$25,000 - $49,999** – Same as $20,001-24,999 **PLUS:** Completion of TGS Contract and mandatory attachments. Contracts are reported to the Office of State Procurement on a monthly basis. Requisition and all forms are to be submitted to Business Services prior to performance of the services. University signature is by UAF Agency Purchasing Official. Average process time is 1-2 weeks. Required Forms:
	* Requisition
	* Vendor ID Form
	* Services Contract
	* Contract & Grant Disclosure
	* Immigrant Certification
	* Equal Opportunity Policy
4. **$50,000 - $74,999** – Same as $25,000-49,999 **EXCEPT**:
* Requires PRE-APPROVAL by Legislative Council.
1. **$75,000 & Above** – Same as $50,000-74,999 requirements **PLUS**:
	* Completion of formal Invitation for Bid or Request for Proposal. This adds 4-8 weeks to the average process time.
	* **NOTE:** Sole Sources and/or Special Procurements are strongly discouraged and will be approved only rarely in special circumstances. Contact Procurement for further information.

### General Information

* + All reviews and approvals must occur **prior** to contract beginning date.
	+ Amendments to increase the Projected Grand Total of original contract require the same steps as above.
	+ Legislative Council may review or exempt from review any contract or group of contracts.
	+ The University’s Vice Chancellor for Government Relations (or designee) is present at all Legislative Council meetings. At the Vice Chancellor’s discretion, a person with detailed knowledge of the contract may also be required to attend.
	+ Additional information and instructions can be found on the Procurement website:

<https://procurement.uark.edu/professional-contract-services.php>

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