



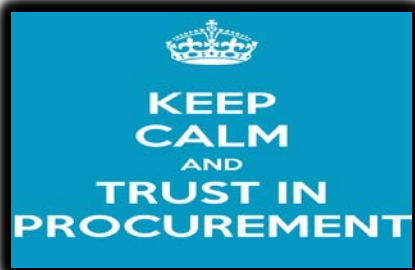
PROCURENetworking News

Fiscal Year 16

Whitney Smith, Editor

Third Quarter

MESSAGE FROM PROCUREMENT



We are excited to introduce this networking newsletter “**PROCURE**” which will spotlight Procurement and provide important procurement information to the University and our campus community.

Your Procurement team is dedicated to providing “best practice” expertise, guidance, and leadership to the Fayetteville campus community as well as the entire University of Arkansas system. We support the goals of the University through strategic and ethical acquisition of goods and services for our institution while maintaining the highest level of compliance with applicable laws and regulations involving expenditures of public funds.

We work diligently to create an environment that enhances productivity while ensuring integrity and fairness. It is the commitment and responsibility of your Procurement team to maintain oversight and ensure compliance with regulatory guidelines and internal control procedures, conduct business with the highest level of customer service, maintain ethical standards of fairness and transparency, and encourage business with qualified, responsible, diverse and “green” vendors.

Year after year, your Procurement Department takes a lead role on procurement initiatives and services for

institutions and agencies throughout the state having implemented the first online eProcurement solution, known as [RazorBuy](#). The U of A Procurement Department functions as a resource to sister institutions to strengthen consistency and professionalism for all constituents by providing professional expertise to further strengthen responsibilities and initiatives within their own institutions. We believe a balance between internal and external customer focus is ideal, and strive to meet and exceed customers' expectations.

Important Procurement information is always available online at [Procurement Home](#) page, and competitive bid solicitations are available to all 24/7 on [HogBid](#). Additionally, as a state agency, we abide by and follow the procurement laws of the [State of Arkansas](#).

The responsibility of Procurement is to provide efficient and responsive support to the institution while ensuring that the procurement laws of the state are followed. Whether responding to requestors with general purchasing requests, administering the University P-Card program, assisting with vendor selection and methods of solicitation for obtaining best prices, competitive and formal sealed bidding, contract negotiations, or providing support for the purchasing of complex equipment for our research community, we will continue to set the standard for higher education procurement excellence within the state of Arkansas.

~[Linda Fast](#), Manager of Procurement Services



What's New

EXCITING NEWS!

Procurement has welcomed two new employees as of November 16, 2015:

[Ann Gallaher](#)

Management Data Analyst
575-8481

Ann will take part in the Act 557 submission and reporting requirements and provide additional purchasing spend analysis information and support.

[Michael Senkevech](#)

Contract/eBusiness Specialist
575-5088

Michael will assist with P-Card, Contract and eBusiness Management processes and procedures.



PROCURE LISTSERV

Please be sure to read the important messages provided via Procurement's new message board.

CHANGES TO PROCUREMENT LAW

Review our [Procurement Home](#) page for recent notices, guidelines, quick links and other resources:

- [Act 557 Reporting Requirements](#)
- [Technical & General Services \(TGS\)](#)
- [Vendor Performance](#)
- [Professional/Consultant Contract Services \(PCS\)](#)
- [2015 PCS & TGS Contract Submission Deadlines](#)



VENDOR INFORMATION

Vendors interested in doing business with the U of A should complete the [Vendor Identification Form](#) for the timely processing of orders and payments.



AND



COOPERATIVE/CONSORTIUM CONTRACTS

Save time and money!

Familiarize yourself with our [Contracts](#) webpage for a list of established Cooperative/Consortium contracts available for your purchasing convenience.



E-BUSINESS **PROCUREMENT**



Did you know eBusiness includes the following?

- Visa PCards
- MasterCard PCards
- Voyager Fuel Cards

Contact [Heather Frankenberger](#) for any questions, and please be sure to read the important messages provided via *PCard listserv*.

NON ALLOWABLE FOUNDATION EXPENSES

(Not an all-inclusive list)



- Donations, contributions to charitable organizations
- Memorial donations for employees or family members who have passed away (we will write checks to an organization for donor's who have passed away)
- Gifts to university employees over \$25.00 (includes but is not limited to retirement, going away or incentive gifts)
- Meal per diem reimbursements
- Gift Cards
- Travel or Cash Advances
- Moving or House Hunting expenses
- Compensation payments to employees
- Compensation payments to students
- Scholarship Payments
- Late Fees or Penalties
- Parking Fines, Tow Fees
- Spousal Travel

TRAINING & TID BITS

- ➔ Check out Business Services [Training](#) page for your preparation needs.

TECHNOLOGY PURCHASES



For your technology needs, our [Technology](#) page is an excellent starting point to verify the appropriate avenues for your technical purchases.

Important: [Microsoft Campus Agreement](#) (MCA):
The 2015-16 renewals have been confirmed. Contact [Whitney Smith](#) for any questions concerning the MCA.



Whitney Smith, Procurement Coordinator

I have worked in the Procurement Department for 11 years and for the University for 18. I am working toward my degree in Communication, with emphasis in Organizational Communication and Business. The experience I've drawn from serving our campus has been essential to my growth and the reputable relationships I've formed among colleagues and the vendor community. I am proud to be in this profession and continue to contribute my skills and talents toward enhancing educational opportunities for all.

My areas of oversight and review are technology-related purchases (computers, software/hardware, web development, networking solutions, etc.) as well as extensive coordination of RFP's (Request for Proposals), contractual negotiations, FOIA (Freedom of Information Act) requests and Protests. Feel free to contact me.

~[Whitney](#), 479/575-5158

Thank You

We thank you for your continued cooperation in support of the goals of the University of Arkansas! Maintaining a collaborative effort will ensure our success. Please contact us with any questions regarding Procurement operations and the content of this newsletter:

Business Services Main Office
8:00AM – 4:30PM M-F
479/575-2551
[Business Services Directory](#)