

PROCURE Networking News

Fiscal Year 16

Whitney Smith, Editor

Fourth Quarter

MESSAGE FROM PROCUREMENT



It's Time To Get Moving...

Traditionally, per the moving industry, the summer months are the busiest “moving” time across the nation. Scheduling a move is critical for the new incoming UA employee.

As we welcome new employees to their new home and campus community, please share the following moving tips for an easy transition to the UA campus.

Armstrong United:

- Worldwide moving company for the UofA
- **Contact Rob Hurt for a quote:**
RHurt@goarmstrong.com or 800/288-7396
- [Armstrong UA Move Instructions](#)
- Incoming employee should provide contact information while in transit to Armstrong and the UA department.
- Provide quote to UA department to process the requisition.
- *Note: Armstrong will not schedule the move until they receive the PO.*
- [Armstrong Relocation Moving Guides](#)

Additional UA Moving Information Tips:

- [Contracts Site](#) - scroll down to “Moving/Relocation Contract”
- **House Hunting Trips** – Allowed with departmental approval. *Note: Any house hunting trip expenses will be deducted from the overall allowed moving expense.*
- [Off Campus Housing](#) - Searchable no-cost UA solution for finding off campus housing.

These moving tips will assist incoming UA staff and faculty members as they transition to the UofA campus and the State of Arkansas. Any pre or post-move questions can be sent to your Procurement Coordinator or [Karen A. Walls](#) or 479/575-6400.



For your important approaching deadlines (graduation, end of semester, the end of the fiscal year and the beginning of a new fiscal year), involve Procurement early in the discussion so we can better assist the campus in completing these projects successfully.

To streamline communication and processing:

- Email the appropriate [Business Services Staff](#) and give at least one working day for response
- Reference your transaction number (Req, PO, TA, AP ID, etc.) so we can better assist you.





CONTRACT REVIEW PROCESS



**DO NOT SEND YOUR REQUEST
DIRECTLY TO LEGAL!**



To maintain a streamlined process, and avoid duplicate efforts, please be sure to send a completed [Legal Review Form](#) along with your Contract document to your Procurement Coordinator for appropriate and timely processing. Allow 5-7 days review time and provide vendor contact name and email address.

GAS CYLINDER PROVIDER



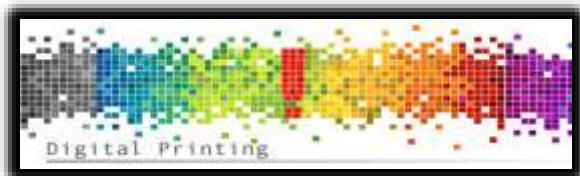
Airgas Inc.

On-line order via RazorBuy

Brett Crumley - Airgas Sales Accountant

Email: BRETT.CRUMLEY@Airgas.com

Printing Services Relocated



Printing Services will be going ALL digital beginning July 1, 2016. What this means in its most basic form is that we will continue to provide departments with many of their printing needs but it will be done on high speed production copiers rather than printing presses. This process change will primarily impact jobs with very large quantities and large sheet sizes.

In an effort to continue providing quality printed products to the campus, we've purchased two new pieces of equipment that will allow us to perform

functions which would have been eliminated with the change from offset to digital only. More detailed information will be coming to your department in the near future. Please, feel free to call 575-2404 with any questions you may have before then.

If you have offset printing jobs that your department will need before June 30, 2016, please, place your orders as soon as possible so they can be scheduled for completion before the offset business ends. Because every job is unique, there isn't a quick answer that determines whether a job can be transitioned to digital or whether they must go through the formal bid process for offset printing. We want you to know that we'll continue to offer guidance throughout this transition. We want our digital printing operation to continue for years to come and we can only do that by keeping satisfied customers.

We'd like to take this opportunity to also make you aware that Printing Services can help UA employees with their personal printing needs. We offer the same competitive pricing that departments enjoy. We are currently working with our promotional item vendors in the hope that we will be able to provide lower cost to departments.

Mail, Postal Services and the Departmental Copier Program will continue to do business as usual. The Printing Services portion of PMC Solutions will remain in the same building on the corner of Mitchell and Eastern Streets but the entrance has been moved from the east side to the south side of the building.

We appreciate your business and look forward to continuing our existing relationships and building new relationships across campus with our wide range of products and services.

Transactions Involving Foreign Nationals



A number of issues may arise when processing payments to foreign nationals. Some of these include tax withholding on honorarium payments, royalty payments, and foreign companies sending personnel to the United States (to perform installations, provide training, etc.). Issues may also arise when processing payments to reimburse travel

or other expenses (such as ensuring that the recipient is not being paid more than their actual expenses). IRS regulations related to tax withholding for foreign nationals are very strict and penalties can be severe. **If you have questions or need assistance with issues related to payments to foreign nationals, please contact Shelly Gahagans in Human Resources (sgahagan@uark.edu or 575-2158).**

Issues related to immigration status may also arise when processing payments to foreign nationals. Areas of concern include eligibility to be paid through honorarium, requirements related to employer payment of certain immigration application fees, and reimbursement of actual expenses only (rather than per diem, etc.) Also, you should be aware that in some cases, departments may be required to purchase airfare for a dismissed foreign national employee, although the employee may or may not actually travel. **If you have questions or need assistance with visa or immigration-related issues, please contact Audra Johnston in International Students and Scholars (audra@uark.edu or 575-5003).**

Sam's MasterCard PCard Changes



Business Services is excited to announce that Sam's Club now accepts Visa sponsored credit cards!

If your department allows purchases from Sam's Club, you can begin using your Visa PCard there. Please remember, Sam's Club requires a membership and your department would need to obtain and pay for one of the membership types listed in the email sent to the PCard listserv.


For more information, please reference the email sent to the PCard and MasterCard listserv's on March 24, 2016.

YEAR-END SPENDING



We encourage your proactivity!

Check out the [Year End Information](#) site to familiarize yourself with important dates and other fiscal information.

RazorBuy  **NOTICE:** RazorBuy upgrade 16.1 will take place April 11, 2016. Watch for information on the [RazorBuy Website](#).



BID REQUESTS DUE BY APRIL 15, 2016!

To allow reasonable time for processing your bid requests within the correct accounting period, please provide complete information to your Procurement Coordinator as soon as possible.



PEPSI DONATIONS

When planning events, email donation request forms (found here: <http://osa.uark.edu/registered-student-organizations/forms.php>) to pepsi4u@uark.edu at least ten (10) days prior to delivery date.

To address vending machine refunds, out of stocks, or other issues, please email bevsnack@uark.edu.



TRAINING

Check out Business Services [Training](#) page and empower your knowledge of campus processes.

IMPORTANT REMINDERS

Direct
Deposit

EMPLOYEE REIMBURSEMENT

Due to the administrative cost of processing purchase orders, an expenditure from personal funds is an exception to authorized purchasing procedure and should occur only under an emergency condition. It is best business practice to hold receipts until a total of \$25.00 is accumulated before submitting for reimbursement.

SURPLUS AUCTION AND LIST SERVE



The University of Arkansas Surplus Warehouse will conduct a Public Auction on Saturday April 9, 2016 at 10:00am. The Warehouse is located at 300 Eastern Ave. Preview – 8:00am day of sale.

The Surplus Warehouse has a new listserv!

The new listserv will be used for all of these types of postings and news. Please see instructions at <http://surplus.uark.edu> website to subscribe to the new list serve.



Karen Walls, Procurement Coordinator

My Procurement career started at the Texas A&M Research Foundation in 1983 as a procurement/property assistant. I have worked in federal procurement for the IRS in Washington DC plus corporate printing/procurement in Dallas, TX. I am a graduate of Texas A&M at Commerce – BS '87 in Printing Management.

My UA Procurement career began Feb. 1993 when I moved back to my hometown of Rogers, AR.

In 1999, I continued my procurement education and received a CPPB (Certified Professional Public Buyer) which is valid thru 2019.

Working as a UA Procurement Coordinator is similar to handling the diverse needs of a thriving small city. My current specialty areas are Copiers, Entertainment, Moving Services, Paper and primarily student focused departments – UA Health Center, ASG Student Groups, International Students, Nontraditional students, Student Involvement, University Programs and University Recreation to name a few plus the colleges of the Global Campus and the Walton College of Business.

During the past twenty three years, I have been active in nationwide, statewide and regional Procurement organizations as an officer and committee chair, member. During 1997, Eric Friend and I assisted with the UPS module training for the campus, instructing the users on how to use this new procurement and payment processing tool.

I enjoy working in the educational environment with students, my dedicated Procurement colleagues, departments and vendors to help them maneuver through the illogical procurement process. Twenty three years later, I still feel fortunate to be a part of the UA community as the UA Fayetteville campus continues to grow and evolve. The best way to reach me is by email kwalls@uark.edu or 479/575-6400. Let me know how I can assist you!

~ Karen A. Walls, CPPB

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 progression and 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

Procurement Staff Directory