



PROCURE Networking News

Fiscal Year 17

Whitney Smith, Editor

First Quarter

MESSAGE FROM PROCUREMENT



Every person and every project presents a unique setting to help us all focus on connecting better, thinking better and having a greater impact. It may sound simple, but applying effective communication and mindfulness can be challenging as we operate in a diverse environment.

Our Procurement staff connects with every department at one stage or another. While juggling several competing priorities, we stay abreast of the transformations in our field and place our focus on collaborative, value-driven, and solution-oriented outcomes. The impact we have on complex technology, academia, facilities, research, international programs, student activities, housing, dining, sports and entertainment, etc. fosters our relationships with subject matter experts and the sharing of that knowledge.

With sufficient communication, Procurement can be the link to help you bring your project full circle. Let's kick off the new fiscal year right!



New Hire Initiative Research Labs with Start-Up Funds

New faculty members should contact the Procurement Manager for Science and Research, [Andy Fletcher](#), to expedite research lab set-ups and prioritize laboratory needs. This includes the procurement of high-dollar scientific instrumentation and supplies.

Why plan ahead for contract negotiation?



Along with any contract comes the terms and conditions that most of us would like to ignore. However as procurement professionals we must support our institution through the negotiation process by ensuring we are in compliance with law and protected from risk. Negotiation takes time, and it also better our organization.

To better streamline communication and processing, email the appropriate [Business Services Staff](#) and give at least one working day for response.

Please remember to provide us with...



And we'll help you make it happen!

What's New?

w e l c o m e

We are pleased to welcome [Kimberly Williams](#) as the new *Manager of Business Services*, effective July 5, 2016.

See the July 10th [Newswire Headlines](#) for more information.



PCARD APPROVAL TRAINING

Do you approve PCard charges in BASIS-UPS? If so, Business Services now offers PCard Approval Training.

This training will cover how to assign a tax status and complete the approval of a PCard charge in BASIS-UPS. It will also cover what type of invoice/receipt documentation should be submitted for PCard charges. If you are the person in your department that approves PCard charges in BASIS-UPS (previously referred to as "PCard receiving"), or you have new people in the department that will be doing this work, this training session will be beneficial. Please go to the [PCard webpage](#), to register for training, links are at the bottom of the webpage. For questions, please contact the eBusiness/PCard Administrator, [Heather Frankenberger](#).



&



NEW STATE POLICY: SPECIAL PROCUREMENT

Sole Source procurements are being heavily scrutinized at the State level. As an alternative to Sole Sources in the areas of Professional/Consultant Services and Technical/General Services, there is now the option of a "Special Procurement."

When considering a Professional/Consultant or Technical/General Services procurement, please contact Procurement Coordinator, [Ellen Ferguson](#) without first completing either the Request for Bid, Request for Qualifications, or Request for Proposal process.



RazorBuy News

FORM USE IN RAZORBUY

For **Employee Reimbursements**, all receipts and any additional necessary forms should be attached as one document. Please scan in all forms and receipts in a logical order that correspond to the requisition as one attachment (pdf format).

On **Invoice Attached**, an INVOICE must be attached. Please attach an invoice from the supplier (pdf format). Items to be included on the invoice are:

1. Vendor name & address.
2. Date of order.
3. Description of purchase.
4. Correct breakdown of item, tax, & freight amounts.

PLEASE NOTE: Quotes, pro forma invoices, & confirmation receipts in lieu of an actual invoice are NOT acceptable.

Standing Orders: If you go over your monthly spend amount, YOU (the department) must initiate the POIT in BASIS to increase this amount. This has always been the department's responsibility, but Accounts Payable has been initiating these transactions on your behalf as invoices are received and the PO max has been exceeded. We are asking the department to take up this responsibility again. Contact your Procurement Coordinator for help with increasing your spend amount.

Do you process payments to suppliers that include **FREIGHT (shipping)**? Do you think there may be freight but are unsure of the amount? Please DO NOT leave this important fee off of your orders. If you do, when the invoice comes in with freight, Accounts Payable cannot pay it without processing a POIT transaction to include the freight amount. You can edit this field in the Taxes/S&H box per line. If unsure of amount, put in \$50.00 as an estimate. The actual amount of freight will be paid from the invoice.

Attention!

Be sure to check out the new Digi-Key catalog featured in the Technology section of RazorBuy.





Determining who is an independent contractor and who is an employee can be difficult. IRS regulations require organizations to review the relationships that exist and make the determination on a case-by-case basis. If the relationship is that of an employee, the employer must withhold income taxes, as well as withhold and pay social security and Medicare taxes. Another related obligation of the employer is the requirement of paying unemployment taxes on the wages that have been paid to an employee. If the relationship is one in which the potential vendor is an Independent contractor, the requirement to withhold and pay taxes based on the service or product payment does not exist, and the independent contractor is responsible for paying all of their obligated taxes. It is important to note that even if the individual has their own company and wants payment made to their company, the relationship may still be one that meets the definition of an employee in which the payment must be processed to the individual through the payroll process.

Determine the Relationship

In determining the relationship, there are three categories of “facts that provide evidence of the degree of control and independence” that exist in the relationship. The categories (and their descriptions from the IRS website) are:

1. Behavioral Control covers facts that show if the business has a right to direct and control what work is accomplished and how the work is done, through instructions, training, or other means.

2. Financial Control covers facts that show if the business has a right to direct or control the financial and business aspects of the worker's job. This includes:
 - The extent to which the worker has unreimbursed business expenses the extent of the worker's investment in the facilities or tools used in performing services
 - The extent to which the worker makes his or her services available to the relevant market
 - How the business pays the worker, and
 - The extent to which the worker can realize a profit or incur a loss
3. Relationship of the Parties covers facts that show the type of relationship the parties had. This includes:
 - Written contracts describing the relationship the parties intended to create
 - Whether the business provides the worker with employee-type benefits, such as insurance, a pension plan, vacation pay, or sick pay
 - The permanency of the relationship, and
 - The extent to which services performed by the worker are a key aspect of the regular business of the company

Additional Considerations

The State of Arkansas restricts former employees who receive payments that exceed “fifteen thousand dollars (\$15,000) to engage in selling or attempting to sell commodities or services, including technical or professional consultant services, to the State for one (1) year following the date employment ceased.” As a result, such individuals must be paid as an employee through payroll even if they otherwise meet the definition of independent contractor.

For questions or additional assistance with issues related to determining independent contractor versus employee status, please contact the Compensation Analyst, [Michele Burns](#), in Human Resources.





CONTRACT REVIEW PROCESS

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

For acquisitions involving contracts, always send a completed [Legal Review Form](#) along with the contract to your Procurement Coordinator.

In RazorBuy, attach the completed Legal Review Form to your requisition separately from the contract document, and be sure to select the "Procurement Review Required" box at the header of your requisition.

This protocol will ensure appropriate and timely processing. Please allow 5-7 days review time.



APPLE AND DELL PRODUCTS

The Computer Store is an [Authorized Service Provider](#) for Apple and Dell products, and available for your departmental needs and custom orders. Please continue to submit product and service requests to the [UofA Computer Store](#) through the internal requisition process in BASIS.



For your various industrial and scientific needs, navigate the Grainger Contracts available to you through the following means:

- [E&I Cooperative](#)
- [RazorBuy Featured Supplier](#)



TRAVEL ENHANCEMENTS

Effective Monday, July 25th, reviewers of TARGET transactions will have the ability of reviewing all of their transactions via webBASIS without having to go to 3270 BASIS for approvals. Reviewers will begin to see a new function called TREQ (Travel Requisition) which upon final approval becomes the Travel Authorization. Both the TREQ and any updates to the TA that may be initiated later, can be approved via webBASIS beginning Monday, July 25th.

For questions or issues related to these enhancements, please contact the Interim Travel and Accounts Payable Manager, [Donna Carter](#).



PEPSI DONATION PROCESS

After considerable discussion, it has been decided to increase funds to purchase/support more sustainable items for the benefit of our students on campus. This shift in the program will enhance the student learning environment and provide mutual benefit for both students and Pepsi alike. Therefore, because of our emphasis on more sustainable items for students, the budget for product donations in-kind has been reduced significantly.

Moving forward, the criteria for approved donations will be exclusive to the benefit of RSO events, University-wide functions for students and the annual staff picnic.

For questions about future events, please feel free to contact Pepsi4u@uark.edu for clarification.



TRAINING

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



Cooperative/Consortium Contracts

Cooperative purchasing agreements are an efficient alternative for government organizations. Streamline your purchasing experience with the cooperative contracts available to you, and save time and money! Access our [Contracts](#) webpage, or see the following list:

- [E & I](#)
- [HGACBuy](#)
- [National IPA](#)
- [NCPA](#)
- [NJPA](#)
- [TCPN](#)
- [Tips/Taps](#)
- [US Communities](#)



Keep On Keepin' On...

Business Services is a year round operation, and we stay busy helping you make great things happen. Be sure to involve Procurement early in your process.

Although we are awesome at what we do...



***Mind reading is not our specialty.
Please help us help you!***



Andy Fletcher, Procurement Manager

Hello, my name is Andy Fletcher and I'm the Procurement Manager for Science & Research at the U of A. Research projects have been my primary focus during my tenure at the university. I've purchased Lab Start-ups for newly hired PI's, Molecular Beam Epitaxy Systems, HPLC's, GC/Mass Spectrometers, Environmental Chambers, Lasers, Electron Microscopes and many other types of laboratory instrumentation and services. I'm currently working on a \$24.5 million project that will be funded by a grant from the U.S. Department of Energy obtained through the Office of the Vice Provost for Research & Economic Development.

I am available to assist you with all types of scientific and research procurements. I would like to invite anyone needing laboratory equipment and instrumentation to contact me via andyf@uark.edu or 5-6761. My office is located in the Administration Building Room 321, Office of the Associate Vice Chancellor for Business Affairs. I look forward to working with you to expedite your procurement requests and assist you in meeting your research and academic goals – ***“best quality, fast acquisition and best price.”*** Please feel free to schedule a meeting with me at your convenience. I'm also available for departmental visits upon request.

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](#)