



PROCURE Networking News

Fiscal Year 17

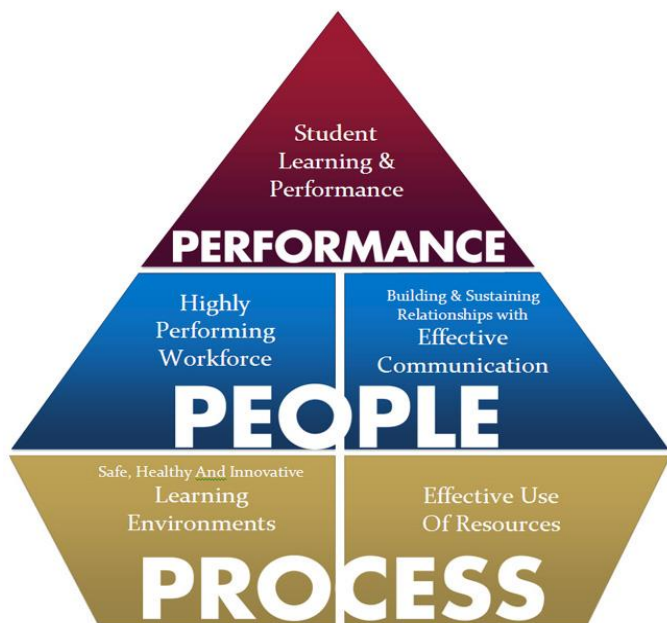
Whitney Smith, Editor

Third & Fourth Quarter

MESSAGE FROM PROCUREMENT

Adding Value and Managing Expectation

Strategic planning leads to better decisions and better results. Effective preparation toward prospective goals, and a method of guidance that elevates awareness of the institutions priorities, is a win-win for continuous growth and advancement.



As the Flagship University of the State, there are many initiatives across campus considering significant interdisciplinary programs among education, research, science, business and technology to name a few. These encounters can combine and coordinate diverse approaches, methods and perspectives to foster a culture of collaboration. Organizations function and survive in this manner of working together, and a strategic approach with an interdisciplinary perspective can enrich the context of a specialized knowledge – adding value and therefore managing expectation for everyone.

One of the key priorities for procurement is optimal outcomes, and the use of updated technology to gain control, compliance and make significant savings....



Enterprise Resource Planning (ERP)

The University of Arkansas System ("System"), on behalf of the member institutions of the System, has solicited proposals from qualified suppliers for the acquisition of a comprehensive ERP software solution, encompassing functionality for Financial Management, Procurement, Human Capital Management, Payroll, and Student Administration for all System entities. The goal is to establish one system that will accommodate each campus' continued independent functioning while allowing for seamless consolidation for audits, required reporting, analytics and other management needs. The formal bid evaluation process is currently underway and we hope to have exciting information to share in the next 45 to 60 days!

***Thank you to all those involved with this process!
Your time and contribution are greatly appreciated!***

**MAINTAINING A COLLABORATIVE EFFORT
WILL ENSURE OUR PROGRESSION
AND SUCCESS**





FISCAL YEAR END

As Fiscal Year End (FYE) approaches... it's not too early to begin finalizing those complex projects, agreements and year-end bids with your Procurement Coordinator. *Remember*, purchases using FY17 funds must be **ordered and received** before the end of the current fiscal year **6/30/2017**. See last year's [FYE Deadlines](#). This year's dates will be similar!

Deadline for Formal Bid Requests: 5/5/17

Don't Miss the
DEADLINE!

PROFESSIONAL CONSULTANT CONTRACTS EXPIRING

Please be aware that ALL Professional/Consultant contracts expire at the end of the Biennium on June 30, 2017. If you have contracts which you wish to continue past June 30, the amendment must be processed **BEFORE** the contract expires. Please contact [Ellen Ferguson](#) for assistance.



PROCUREMENT THRESHOLDS

Great News! Purchasing thresholds will be changing in mid-August 2017. Although a firm date has not yet been determined, the changes to be expected include:

Small Procurements

Purchases up to \$20,000 may be procured without seeking competitive bids.

Informal Bidding (Quote Bid Process)

Purchases between \$20,000 and \$75,000 may be awarded by use of competitive quote bids.

Formal/Sealed Bidding

Purchases exceeding \$75,000 must be processed through the Procurement office as an RFP or IFB.

Stay tuned for news of the formal effective date!



BUSINESS SERVICES REFRESHER

Formerly RazorBuy Refresher, this class will review RazorBuy, Procurement, PCard, and AP processes here at the U of A. This class is in response to our Customer Satisfaction Survey and the need for additional training after beginning courses. Each Refresher will have a Procurement Coordinator and an AP Payment Specialist in attendance to answer questions. There are two options to attend a Refresher: classes open to campus or departmental Refreshers. The next class is open for April 19th, sign up now on the Employee Development Calendar. If you feel that your department could benefit from having a departmental Refresher please email rbtrain@uark.edu.

Thank you to all those who have attended and hosted departmental and campus wide classes! Comments or suggestions can be provided here:

<http://businessservices.uark.edu/training-survey.php>



Version 17.1 of RazorBuy rolled out in Production on April 7, 2017 beginning at 8:00 pm. Your RazorBuy team has already reviewed the update and there are no major changes to be expected.



UPAY (University Payment) Direct Pays and Direct Awards

The UPAY function in BASIS is now the method to pay for employee/faculty awards:

- ! Must use foundation or gift cost centers (0382, 0383, 0392, and 0393) No state funds!
- ! Expenditure transfers will *not* be allowed
- ! Must use commodity code 78961
- ! Include required documentation via PF9 extended text field which can be found at [Accounts Payable/UPAY](#)
- ! Refer to the [Accounts Payable/UPAY](#) site for more information and restrictions

Reminder



JUSTIFICATION AND EXPLANATION

Help us keep processes streamlined by attaching the appropriate completed document to your requisition:

[Business Justification Form](#) - any requisition that includes meals or entertainment for business functions.

[License/Certification Justification Form](#) - any requisition that includes a request for license/certification payment.

[Legal Review Form](#) - any requisition that includes a contract that requires review/signature.

[Membership Justification Form](#) - any requisition that includes a request for membership payment.

[Voluntary Product Accessibility Template \(VPAT\)](#) - please gather this document from the vendor for any requisition that includes "Electronic and Information Technology" products and services.



TRAVEL TIDBITS

- **KOFAX** - may be used to upload ADMN TCard receipts ONLY. DO NOT upload travel claims through this method.
- **XNA Parking Receipts** - long-term parking will be required unless there is written justification as to why short-term parking was used. Travel Regulations specify use of the most economical method. The cost increases dramatically with short-term parking and therefore a written justification must accompany your travel claim. Convenience is not an acceptable justification.



PCARD INFORMATION / REMINDERS

- **KOFAX** - may be used to upload your PCard receipts, **OR**
- **Mail** - may be used to submit your PCard receipts to ADMN 321 within 2 weeks of the cutoff period. To avoid delays or suspension, please approve your charges weekly and immediately send receipts.
- **Amazon** is now charging sales tax. When approving the charge, be sure not to incur use tax, since sales tax has already been included.



PERSONAL REIMBURSEMENTS

Personal Reimbursements for "non-employee" and/or students should be processed through BASIS as a regular requisition. *Note: please continue to process "employee" reimbursements through RazorBuy.*



UNIVERSITY WEB SITES AND ONLINE COMMUNICATION

All official, non-personal university web sites must comply with graphic and web standards maintained and enforced by the [Office of University Relations](#) (UREL), and the creation of such web sites must be done in collaboration with UREL. Any technology procured in regards to any resulting web site must be reviewed/approved by UREL for adherence to state and federal guidelines for accessibility.

For questions, refer to [Fayetteville Policies and Procedures 225.0](#) or contact [Chris Nixon](#), Director of Digital Design and Development.



Adobe Creative Cloud

Beginning FY18...

Adobe Creative Cloud access will become even easier. The plan is still in the works, but in lieu of purchasing Adobe products from the IT Services Site License website, users will access the product through a custom website and all costs will be shared based on usage throughout campus. This new model will provide greater accessibility, increased license usage, and reduce the administration process for end users across campus for Adobe Creative Cloud products, as well as take full advantage of the enterprise agreement between Adobe and the University of Arkansas. IT Services will also offer Creative Cloud Student Licenses beginning this fall semester, allowing students to purchase Adobe products at a discounted rate. More information will be provided as we make progress with these exciting changes.

[Contact IT Services](#) for technical help and support.



SALES TAX vs. USE TAX

Gross Receipts (Sales) Tax: Responsibility of Seller to collect and remit tax for sales of tangible personal property and taxable services in Arkansas.

Compensating Use Tax: Responsibility of Purchaser to accrue and remit tax on out-of-state purchases of tangible personal property and taxable services brought into Arkansas for storage, use, consumption or distribution. Should not be accrued for items purchased from in-state sellers.

Tax Jurisdiction: Based upon destination of goods sold or services rendered.

Tax Exemptions (to name a few):

- Motorized vehicles that can be ridden and are sold to state supported colleges and universities within Arkansas
 - ✓ Highway use: passenger cars/trucks, buses, motorcycles, etc.
 - ✓ Off-road use: riding mowers, tractors, golf carts, ATV's, road construction equipment, etc.
- Initial Installation is non-taxable when provided in connection with the construction of a new facility or substantial modification of a building or other improvement or structure affixed to real estate (*Does not include delivery of an electrical appliance*)
- Ticket Sales for admission to athletic events at universities and colleges in Arkansas
- Non-tangible – software downloads, updates, renewals, support/training services, etc.



PROCUREMENT FAQ'S

Take some time to review Procurement's [Frequently Asked Questions](#) site for helpful Q&A topics.



PROCURE LISTSERV

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



NEW CAMPUS LOCATION

Location: 300 S. Eastern Avenue, Fayetteville Campus
 Hours: 8:00am – 5:00pm
 Phone: (479) 249-8723
 Store Mgr: Phillip Smith

The new store location significantly enhances local product and service capabilities to the University as well as other customers in the area. The comprehensive product and service offering is tailored to meet unique needs of the scientific community and other components of the University. Specialty gases are stocked at this location with availability to lab supplies and lab design services.



PRINTING SERVICES

Your Print – Mail – Copy Solutions

It's been a busy year for Printing Services with the reorganization and remodel at 1580 Mitchell Street! The open house is going to be held the last week of April so mark your calendars and be watching for your invitation with the specific date.

Printing Services has some exciting new products to offer with our new equipment. With the wide-format printer, we can provide bigger banners and posters from a variety of media as well as window clings, floor clings, decals and gallery wraps. In the very near future, Printing Services is going to be offering screen printed t-shirts with competitive pricing so be watching for that announcement.

Print-Mail-Copy Solutions' new storefront, Phase 1, will be implemented soon and will allow online ordering for business cards, envelopes and letterhead along with requesting a quote for promotional items and digital print jobs. Phase 2 will include online requests for service, supplies, and paper for departmental copiers, bulk shipping thru USPS, pickup requests for shipping thru UPS, FedEx and DHL, postage and quick copy.

Thanks to all our current customers and we welcome new customers – faculty, staff and students!



Linda J. Hickman

Administrative Specialist, Business Services



We appreciate you Linda! Thanks for all you do!



SPRING 2017 PURCHASING PLUS TRAINING

- Do you have questions about the Procurement process?
- Need help putting the pieces of the procurement puzzle together?

Our Purchasing training for new or current employees will allow you to build procurement knowledge, skills and abilities. [Register](#) for training and select the date that best fits your schedule. Seating is limited.

Note: We also offer departmental procurement training sessions. Let us assist and boost your experience so you can easily put the pieces together!

For questions, contact [Karen Walls](#).



TRAINING

Check out the [Business Services Training](#) offered to you, and empower your knowledge of campus processes. This is a great opportunity to get invaluable insight, and to ask your pressing questions.



DISASTER PREPAREDNESS

Are you prepared? BSVC is beginning our preparedness plan! To get your department prepared, begin by attending UAPD's *Preventing Campus Violence* class on May 11, 2017. Have a shelter-in-place plan and watch the UAPD: *Avoid, Deny, Defend* video. First Aid/CPR&AED training is available through the HPER. Think about the essentials needed to do your job in the event of an emergency. Lastly, reevaluate your plan and continue to improve.



Kallie Tanner

Data Analyst & Contract Administrator

I began working for the University of Arkansas Immediately after I graduated from University of Arkansas-Fort Smith almost three years ago. I have been with Procurement for five months as a Data Analyst, and I have learned an immense amount about supply chain management in that short time. My participation in the Master of Public Administration program and the professional positions I have held on campus have enabled me to give back to an organization that has already given so much to me.

My areas of expertise include [Act 557](#), fleet management, and financial reporting. I can be reached at kmtanner@uark.edu or 479-575-8481.



Please contact us with any questions regarding the Business Services operations and this newsletter.

[Business Services Main Office](#)

8:00AM – 4:30PM M-F

479-575-2551

[Business Services Staff Directory](#)