



PROCURENetworking News

Fiscal Year 18

Whitney Smith, Editor

Second Quarter

MESSAGE FROM PROCUREMENT



LEARNING IS TRANSFORMATIVE

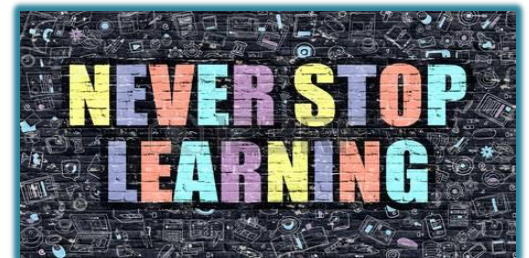
Working in higher education together with a variety of professionals provides a constant opportunity to learn. Obstacles are to be expected, but sharing information makes resourceful teams and provides opportunities to become more efficient.

The UofA Procurement professionals make up a diverse team and overcome various obstacles inherent to Procurement. Substantial effort toward solicitation, sourcing, and negotiation activities ultimately helps reduce legal and financial risk, increase suppliers' success, and helps save end-user time and money. Procurement is a vital part of higher education, and we continue to demonstrate our value and confirm our role as a trusted business advisor and strategic partner.

The University of Arkansas System will soon implement a new Enterprise Resource Planning (ERP) system. With the new system, Procurement will be able to provide more insight to help leadership teams become more efficient, and plan the next objectives. Improving operational efficiencies will support better cost, compliance, and risk management.

It's a perfect time to extend learning across the UofA System. The evolution of careers and restructuring within our organization requires an innovative approach when rethinking our talents and strategies. Reinforcing training opportunities that offer multiple ways to learn can energize teams internally (i.e. organizational classes, lunch and learns or custom trainings). Whether in obscure or obvious roles, we can all learn from each other, and the results of our performance today can last for generations.

Help your team better understand the service you bring to the campus community and beyond. Consider every challenge an opportunity for growth, both personally and professionally. Learning truly is transformative!



"Obstacles don't have to stop you. If you run into a wall, don't turn around and give up. Figure out how to climb it, go through it, or work around it."

- Michael Jordan

WELCOME TO THE TEAM

*Business Services welcomes
Hosia Thomas!*

Please join us in welcoming our newest team member!

You will find a new face welcoming you to Business Services. Hosia C. Thomas, Jr. has joined the Business Services team after graduating from University of Arkansas at Pine Bluff. Hosia worked in the Student Financial Services office at UAPB while completing his degree with a Bachelor of Science in Industrial Engineering. He has come to Fayetteville to complete his graduate education. We hope you are as excited as we are to welcome him to our team!!

We're glad you're here!



WINTER OPEN HOUSE

**December 8, 2017 1:00 - 3:00
Business Services - ADMN 321**

Desserts, Coffee, Hot Cocoa & Cider will be served.



SERVICE AWARDS - 2017 MILESTONE

Year 2017 marks a significant milestone for several employees in the Business Affairs and Business Services units. We are proud to celebrate over 400 years of dedicated service and extensive knowledge among our extraordinary team members!

Congratulations Team - You Rock!

Yrs. of Service	2017 Milestone Service Awards	
	Employee	Unit
50	James Ezell	AVCB - Risk Management
45	Wes Opela	AVCB - Bookstore
40	Linda J. Hickman	BSVC - Procurement
35	Ellen Ferguson	BSVC - Procurement
35	John Clark	AVCB - Post Office
30	Melissa Couch	AVCB - Post Office
30	Gary Thornton	AVCB - Bookstore
30	Jim Tate	AVCB - Transit
25	Roselea Hernandez	BSVC - Vendor Services
20	Lee Kulish	AVCB - Transit
20	Mike Pirtle	AVCB - Parking
20	Whitney Smith	BSVC - Procurement
20	Cheryl Canfield	AVCB - Chief Fiscal Officer
10	Betty Blomberg	AVCB - Parking
10	Debbie Ludolph	AVCB - Parking
10	Josh Woolsey	AVCB - Transit
Yrs. of Service	BSVC Service Recognition (10+ years)	
	Employee	Unit
42	Andy Fletcher	BSVC - Procurement
34	Donna Carter	BSVC - Travel/Accounts Payable
34	Tina Lester	BSVC - IT, RazorBuy, Vendor Svcs
26	Judy Drummonds	BSVC - RazorBuy Services
24	Carol Wade	BSVC - eBusiness/PCard
24	Karen Walls	BSVC - Procurement
22	Wenoah Goodson	BSVC - Surplus
21	Vikki Necessary	BSVC - Accounts Payable
17	Bobbie Kennedy	BSVC - Accounts Payable



NEWS AND UPDATES

RazorBuy is in Version 17.3

Legal Review Required Checklist

- Is a UofA Authorized Signature required?
- Does any document contain Vendor terms and conditions (either written or referenced by a link in the document)?
- Is there a completed Legal Review Form attached?
- Any additional questions about using this field should be directed to your Procurement Coordinator.

Trademark & Licensing Required Question

The Trademark and Licensing checkbox has transitioned into a Yes or No question. Still located under the general tab, required for each Requisition. Check if product ordered contains University marks or logos.

New ONLINE VII Form

1. The form is linked on Business Services webpages. Located here:
https://pcweb.uark.edu/imagenowforms/fs?form=AVCB_Vendor_Form
2. **The link for VII form above MUST be used by the person submitting the form.** Once the link is clicked an original form number is created for the user and cannot be duplicated. The URL on form can only be used once. Forwarding of the form itself will create an error.
3. Vendors must complete the online form to be added to our vendor files.
4. Employees and/or Travelers DO NOT complete this form.
5. After December 31, NO old forms/paper forms will be accepted.

Change in Instructions for Employee Reimbursements

NOTICE: If your requisition is for Official Function expenses for meals or entertainment, the [Business Justification Form - Meals & Entertainment](#) **must** be completed, signed and attached.

Concur Online Travel Booking Tool

There is now a link to the Concur Booking Tool from RazorBuy. This will allow quick access to the tool from within our RazorBuy system. The link is located under the Quick Links section in the Bulletin Board on the left side of RazorBuy. Refer to page 7 of this newsletter for more information about the Concur Booking Tool.



TRADEMARK LICENSING



Please be sure to review the [Trademark Licensing](#) page for your orders involving University of Arkansas trademarks and other identifying marks or logos.

When creating a requisition in RazorBuy that involves a University trademark or logo, please be sure to attach a copy of the artwork to your requisition and select YES in the "Trademark and Licensing" check-box to ensure the order routes through appropriate approvals.

Further information and resources can be found at the [Arkansas Razorbacks](#) Licensing site, or you can contact Marketing direct at 479/575-3517.



Invoice Attached vs. Payment with Order

This quick reference guide will help you determine the correct form for the circumstance:

Invoice Attached

- You already have the item.
- You now must pay for it.
- Use "Invoice Attached" form in RazorBuy.
- This method of procurement is the least-preferred and should only be used if necessary.

Payment with Order

- You need to pre-pay for something, meaning the check accompanies the order.
- Use the Payment w/Order form in RazorBuy.
- Examples of allowable Payment w/Order:
 - ✓ Professional Organization Membership, Licenses, Certifications, etc.
 - ✓ Limited occasions where vendor will not accept a UofA check.
 - ✓ Deposit Required.
- Do not use this method to pre-pay for unseen goods or undelivered services (i.e. photo equipment, catering, etc.)

When in doubt, check with [Procurement](#) first!



UNIVERSITY POLICIES

The following policies are consistently applied to prohibit general access by vendors to buy or sell products on campus. Per [Board of Trustees Policy 705.1](#) (Use of University Facilities), [Board of Trustees Policy 225.1](#) (Solicitation and Fund-Raising Activities), [UASP 715.1](#) (Use of University Facilities), [Fayetteville Policies and Procedures 708.0](#) (Use of University Facilities and Outdoor Space), and subject to all other relevant policies:

- The University prohibits the use of facilities and outdoor space for private, for-profit business activities.
- The University regulates use of its buildings and grounds for solicitation, including fund-raising activities.
- University facilities shall not be used by non-University groups nor organizations for private purposes, for the conduct of private business and/or to raise money for projects not connected with a University activity except as otherwise permitted by University policy.

If you become aware of any matters which possibly violate such policies, please send notification to [Kimberly Williams](#), Business Manager.



IT SERVICES AND SUPPORT

- ✓ [ITS Home](#)
- ✓ [Campus IT Initiatives](#)
- ✓ [UITS-Supported Site Licensing/Products](#)
- ✓ [Software Licensing](#)
- ✓ [Technical Help and Support](#)

Please Note: Renewal process has changed for the Microsoft Campus Agreement (MCA) / Enrollment for Education Solutions (EES). Responsibility has transitioned to IT Services. Please direct your questions to the [IT Services Help Desk](#).



! **Term Contracts**

Please visit the Procurement [Contracts](#) page for a list of current Cooperative, Agency, and State Contracts. *Save time and money!*

! **Webpage Updates - Vehicles**

The Procurement site has been updated to provide users with access to more detailed information about vehicles. You can view the updates via the [Vehicles](#) and [Procurement Policy](#) pages.

! **Closing PO's in BASIS**

For information about closing or canceling PO's, visit the [BASIS How-To Guides](#) webpage and click on the Tutorial to the right of the screen titled: *Examples of how to Close/Cancel PO Lines*.

! **Payments to Foreign Nationals**

If you have questions or need assistance with issues regarding payments to foreign nationals, please contact [Shelly Gahagans](#) in Human Resources, 575-2158.

! **Meal Expenses**

- Not Allowed - Individual meal expenses for an employee/traveler for a 1-day trip are not allowed through Travel or Procurement.
- Allowed through Travel - meals during travel-related official business function involving two or more individuals to fulfill a business purpose. Completed and signed Business Justification form required. Cannot reimburse traveler for individual meals for 1-day trips.
- Allowed through Procurement - meals for official business function/discussion involving two or more individuals to fulfill a business purpose. Completed and signed Business Justification form is required. If employee is in travel status, this must be filed through travel.



SEASONAL GREETING CARDS AND PARTIES NOT ALLOWED

As the holiday season approaches, please remember the ruling regarding holiday greeting cards. Regardless of funding source, Procurement Services cannot process any transactions that fall within the following ruling:

- **Ruling:** The State Financial Management System statutes regarding Maintenance and General Operation state in part: “The maintenance and general operation classification shall cover items of expense necessary for the proper and efficient operation of the state agency, authority, board, commission, department, or institution of higher education, except as otherwise classified in this subchapter.” Ark. Code Ann. § 19-4-522(a) (emphasis supplied). Subsection (d) of that statute sets out a non-inclusive list of maintenance and general operational expenses.
- Purchase of seasonal greeting cards, and similar commodities, are not a necessary nor a proper expenditure for the operation of State government. Accordingly, Purchase Orders or requests for expenditures for such items will not be authorized.
- Requests for approval of holiday parties for UA employees and/or requisitions for such events/expenses will not be approved.

For questions about this ruling or other policies, please contact your assigned [Procurement Coordinator](#).



CONTRACT SIGNATURE AUTHORITY

Individuals not specifically authorized to do so are not to sign any contracts on behalf of the University. All contracts are to be attached to the associated requisition in RazorBuy and marked for Legal Review.

important

Please attach the appropriate completed document to your requisition:

- [Business Justification Form](#) - any requisition that includes meals or entertainment for business functions.
- [Legal Review Form](#) - any requisition that includes a contract that requires review/signature.
- [Voluntary Product Accessibility Template](#) (VPAT) - please gather this document from the vendor for any requisition that includes “Electronic and Information Technology” products and services.



For your approaching deadlines (i.e. graduation, end of semester, end of year) please involve Procurement early in the process so we can better assist you in completing your projects successfully.

Important Dates

Keep in mind these important dates and allow for reasonable processing time when submitting your requests for bids and/or your anticipation of deliveries after the holiday break:

- Dec 21 - last working day for 2017
- Jan 2 - first working day for 2018
- Reminders:
 - We are working diligently to process your requisitions prior to the break
 - Requisitions for formal bids should be created in BASIS. There’s no guarantees of final award until January at the earliest.

Business Services is a year-round operation, and we stay busy helping you make great things happen. To streamline communication and processing, please contact the appropriate [Business Services Staff](#) and give at least one working day for response.

Please help us help you!



DEPARTMENTAL COPIER PROGRAM

NOTICE: A valid vendor should never call a department and ask for information concerning the departmental copier.

We have received reports that the “toner scam” callers are placing calls to university departments again. These companies call departments and use scare tactics like the price of toner is going up, and you should stock up now on your toner to avoid the price increase. They may also claim that they have the contract for the toner supplies for the copier in your department. All copiers on the University of Arkansas campus that are through Print-Mail-Copy Solutions-Departmental Copier Program include all toner supplies in the monthly base price. If you receive calls from a company inquiring about your model, brands, or serial number, or for any other questions, please refer them to:

[Penny Lee Bellard](#)

ARKU 105

(479) 575-5970

Holiday Shipping Guide!



CAMPUS POST OFFICE / COPY & SHIP CENTER

The Campus Post Office and Copy & Ship Center, both located on the 1st floor of the Arkansas Union, would like to remind you of holiday shipping timelines.

United States Post Office

Domestic

- Dec 19 - First Class Package Service-Retail
- Dec 20 - Priority Mail
- Dec 22 - Priority Mail Express (Please note the University will be closed this day, so this service will not be available on campus)

International

- Dec 9 - Priority Mail International
- Dec 14 - Priority Mail Express International
- Dec 19 - Global Express Guaranteed

DHL Holiday Schedule

https://www.dhlparcel.be/sites/default/files/content/fee_stdagen_2017_dhl_parcel_be_en.pdf

FedEx Shipping

<http://www.fedex.com/us/holiday/holiday-service-schedule.html>

UPS Shipping

<https://www.ups.com/us/en/help-center/shipping-support/days-of-operation-us/holiday-shipping.page>

Copy & Ship Center Expanded Hours

University of Arkansas Faculty, Staff, and Students receive university pricing for shipping through the Copy & Ship Center. This can be great savings for all year long but especially during the holidays. To assist all customers with holiday shipping needs we offer the following expanded business hours:

- Dec 11 thru 14 7:30 AM to 6:30 PM
- Dec 15 7:30 AM to 4:30 PM
- Dec 18 thru 20 7:30 AM to 6:30 PM
- Dec 21 7:30 AM to 4:00 PM

Campus Post Office Hours

- Dec 11 thru 15 7:30 AM to 4:30 PM
- Dec 18 thru 20 7:30 AM to 4:30 PM
- Dec 21 7:30 AM to 4:00 PM

For questions regarding all shipping matters, please contact [Doug Norwood](#), (479) 575-5649.



PRINTING SERVICES

With the holiday season approaching, Printing Services offers holiday cards to employees for personal use as well as all other items. Campus departments can also purchase holiday cards but please remember that state funds are NOT allowed for the purchase. Printing Services also offers t-shirts and hoodies (screen print and heat transfer vinyl) and wide format print including banners, posters and stickers. Estimate requests for screen print items, promotional items and digital print can be completed on the storefront while business cards, letterhead, and envelope orders can be submitted. Please visit <https://pmcs.uark.edu> to learn how to register to use the storefront - we currently have 300 registered users!



TRAVEL NEWS

Reminder: If an Administrative or Traveler TCard is being used to purchase airline tickets, you are required to either use the Concur Online Booking Tool, or contact one of our Anthony Travel agents directly. Please visit the [Travel Agency/Concur Booking Tool](#) webpage to self-register. Training guides and a link to the Concur Booking Tool are also available from this webpage.

There is now a link to the Concur Booking Tool in RazorBuy. Refer to page 3 of this newsletter for more information about access to Concur through RazorBuy.

Weekly trainings for using the Concur Booking Tool are held in ADMN 321. Please visit the [HR Training Calendar](#) to sign up. You may also contact the [Travel Office](#) with any questions or if you would like to set up a session with staff at your department.



PCARD NEWS

If you are an area that utilizes gift cards for research incentives, we are now able to purchase gift cards with the PCard. It is important to note that there are specific requirements of pre-approval along with supporting documentation requirements for acceptable use of the PCard in this case. Please visit the [Gift Card Purchases using PCard](#) page for guidelines regarding the appropriate use of the PCard.

Streamline your purchasing with PCards!



FOSTER SUSTAINABLE METHODS

Working in the regulated industry of higher education, we tend to produce a lot of paperwork. It can be difficult to keep track of all the policies in place, and staying compliant with those policies is no easy feat.

However, as we work toward a more sustainable environment, please consider creating interactive or automated records of your important information. And please consider the situation and potential cost-savings before you print.





TRAINING

Check out the [Business Services Training](#) page for training opportunities to update your knowledge of campus processes. Gain valuable information and ask your questions of the Business Services Staff.



PROCUREMENT FAQ'S

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



PROCURE LISTSERV

Please be sure to read the important messages provided via Procurement's message board. Contact [Whitney Smith](#) to subscribe.

In the Spotlight

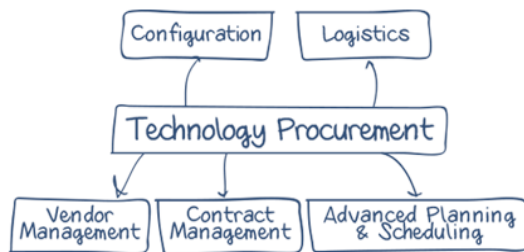
Whitney Smith

Procurement Coordinator

IT Products/Services and Development Specialist

Greetings! I have been employed by the University for 20 years, and the Procurement Department of Business Services for 13 of those years. I will soon complete my BA in Communication, with emphasis in Organizational Communication and Business Strategy.

My current areas of expertise include coordination of IT-related products/services and development projects, RFP's (Request for Proposals) and subsequent contracts, Arkansas Procurement Law in higher education, and working with the UofA community and sister institutions to achieve procurement goals.



I have a near obsession for doing things right. My strong sense of follow-through keeps me on track, and I'm proud to contribute my skills to challenging opportunities at the UofA. The experience I've drawn from serving our campus has been essential to my growth, and I'm thankful for the many good friends, colleagues, and vendors I've met along the way.

In addition, I enjoy coordinating the Procurement webpages and serving you as Editor of this newsletter. Please feel free to contact me. - [Whitney](#), 479/575-5158

***"Be stubborn about your goals,
and flexible about your methods."
- Author Unknown***



**Happy
Holidays**



Thank you for your continued cooperation. 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