



## Office of Procurement, Strategic Sourcing and Contracts

### Procurement Quick Reference Guide for Campus Users

Please use the below information for some common procurement related questions.

#### **P-Card Information** – [eProcurement](#) | [Procurement](#) | [University of Arkansas \(uark.edu\)](#)

- Know your departmental P-Card owner.
- Use the pcard for lower dollar purchases and quick needs or lieu of personal reimbursement within policy.

#### **Tech Store** – [Tech Store & Service Center](#) | [University of Arkansas \(uark.edu\)](#)

- The University Tech Store is the primary provider for commonly purchased technology. This includes standardized computers, warranties, and low pricing options.
- Check with the Tech Store first, before purchasing elsewhere.

#### **Scientific Supplies** – Visit the campus VWR store found here: [Scientific Supplies](#) | [Procurement](#) | [University 6 Arkansas \(uark.edu\)](#)

- VWR is the primary provider for scientific supplies located in CHEM 37 to shop on-site for your lab supplies and research needs. VWR orders can also be placed using the Workday punch out.

#### **Purchasing Authority**- per policy [Procurement Policy & Guidelines](#) | [Procurement](#) | [University of Arkansas \(uark.edu\)](#)

- Procurement Services is the SOLE purchasing authority for the University.

#### **Personal Reimbursements**- Do not use personal funds. [Procurement Policy & Guidelines](#) | [Procurement](#) | [University of Arkansas \(uark.edu\)](#)

- Use departmental P-Card or PO instead.
- Contact your departmental fiscal representative or your Procurement Coordinator directly
- Review the Personal Reimbursement Policy for required compliance. [Personal Reimbursement Policy.pdf \(uark.edu\)](#)
- Complete the Personal Reimbursement Form and attach it to the Expense Report in Workday. [Forms](#) | [Procurement](#) | [University of Arkansas \(uark.edu\)](#)

#### **Suppliers**- [Suppliers](#) | [Business Services](#) | [University of Arkansas \(uark.edu\)](#)

- Payment Works-UAF SharePoint [PaymentWorks \(sharepoint.com\)](#)
- Supplier registration new suppliers must be invited by UA and must have a confirmed or intended business relationship with a UA department. [Doing Business at the University](#) | [Business Services](#) | [University of Arkansas \(uark.edu\)](#)

#### **Legal Review Form**- [Forms](#) | [Procurement](#) | [University of Arkansas \(uark.edu\)](#)

- Any supplier document that involves supplier Terms & Conditions and/or UA signature must be reviewed by UA General Counsel & Procurement.
- Contact your departmental Procurement Coordinator directly for guidance.
- Users can send requests via email to [gkrev@uark.edu](mailto:gkrev@uark.edu) for legal review. Be sure to include the supplier document(s) that need legal review in addition to the completed Legal Review Form (LRF). The LRF should always be attached.
- Additional instructions can be found here: [Procurement Supplemental Instructional Guide.pdf \(uark.edu\)](#) check on the Legal Review Process Instructional Guide: [Legal Review Process Instructional Guide](#)

**Requisitions** - UAF Workday Resources SharePoint [Finance \(sharepoint.com\)](https://sharepoint.com) website under the Finance drop down/Procurement Purchasing Requisitions and Internal Orders for guidance, training resources.

- User should review the step-by-step instructions: How to Create a Purchase Requisition for non-catalog items using Requisitions App.

**Supplier Contract- Contracts | Procurement | University of Arkansas (uark.edu)**

- Before you enter or engage with a supplier for establishing a contract view the contract website.
- When you are ready to begin your supplier contract process contact your departmental Procurement Coordinator [Budgetary Unit Assignments | Business Services | University of Arkansas \(uark.edu\)](#)

### **Additional Resources/links:**

**UA Procurement- [Home | Procurement | University of Arkansas \(uark.edu\)](#)**

**Procurement Policy-[Procurement Policy & Guidelines | Procurement | University of Arkansas \(uark.edu\)](#)**

**FAQS-[Frequently Asked Questions | Procurement | University of Arkansas \(uark.edu\)](#)**

**Budgetary Units-[Budgetary Unit Assignments | Business Services | University of Arkansas \(uark.edu\)](#)**

**Purchasing Methods-[Purchasing Methods and Guidelines | Procurement | University of Arkansas \(uark.edu\)](#)**

**Technology Purchases-[Technology Purchases | Procurement | University of Arkansas \(uark.edu\)](#)**

**Minority and Woman Owned Business- [Minority and Women-Owned Business Resources | Procurement | University of Arkansas \(uark.edu\)](#)**

**Suppliers-[Suppliers | Business Services | University of Arkansas \(uark.edu\)](#)**

**Professional Technical and General Services Contracts-[Professional Technical and General Contract Services | Procurement | University of Arkansas \(uark.edu\)](#)**

**UAF Workday Resources and Training-[Finance \(sharepoint.com\)](https://sharepoint.com)**

**HOGBID-[Home | Hogbid | University of Arkansas \(uark.edu\)](#)**