



PURCHASING TECHNOLOGY PRODUCTS CONTRACTS, POLICIES, GUIDELINES

University faculty and staff should contact the [Tech Store](#) for university technology needs for Apple, Dell, and other computer accessories. For University approved software and other available University IT services, please visit the [ITS website](#).

I. Follow these guidelines for purchasing Technology products:

- PCards and Personal Reimbursements are NOT allowed for purchasing of IT equipment. These items include, but are not limited to:

AV Equipment	Monitors
Camera Equipment	Printers
Cellular/Mobile phones	Scanners
Computer	Tablets
Copiers	Televisions
Lab Equipment with CPU	Video Equipment
Laptops	Video Gaming Equipment
- Minor computer accessories and some technology supplies under \$500 in value are exempt from these guidelines and are allowed for PCard or Purchase Order method. Examples include, but are not limited to:

Batteries/UPS	Microcontroller
Docks/Hubs	Miscellaneous cables
Expansion board	Motherboards/logic boards
Ext/Int Drives	Power Supply
HDMI/SDI Capture device	Print filament
Headphones	Processors
Internal fans	Raspberry Pi
IOT device	Speakers
Memory	Webcam
Mice/Keyboards	
- Exemptions beyond those specifically listed above must be explicitly approved, in writing, by the ITAM office, ITAM@uark.edu.
- Central receiving, tagging and distribution is required on IT assets valued at \$500 or over through the IT Asset Management Office.
- Orders placed with the Tech Store can be processed through an Internal Service Delivery Request in Workday. The Tech Store also accepts PCards for technology-related accessories under \$500.
- For non-Tech Store orders:
 - Users should change shipping information on requisitions in Workday to 155 S. Razorback Road. The ITAM office will arrange delivery of IT Assets to departments.
 - Departments should select IT-related requisition types when purchasing IT products through Workday.

- Preferred University suppliers should be used through either a state contract, approved cooperative contract, Workday punch out or preferred IT reseller.

II. COMPUTERS/SERVERS/MAJOR EQUIPMENT ACCESSORIES:

The Tech Store offers IT hardware through contracted suppliers. If purchasing IT equipment through the Tech Store then bidding is not required.

For items not available through the Tech Store, departments also have the option of purchasing software products through the cooperative [NASPO ValuePoint Software Contract](#) established at the state level, a University preferred IT reseller or supplier in the Workday punch out.

III. COMPUTER PARTS / MINOR ACCESSORIES:

Purchase of computer parts are subject to the \$20,000 bid limit. Contact the Tech Store for your initial inquiries.

For items not available through the Tech Store, departments also have the option of purchasing computers, servers, storage, etc. through the cooperative [NASPO ValuePoint Computer Contract](#) established at the state level, a University preferred IT reseller or supplier in the Workday punch out.

IV. COPIERS:

Please navigate the [PMC Solutions Website](#) for lease and purchase options.

Departments in other parts of the state of Arkansas should utilize the existing state contract accessible through the [Office of State Procurement Contracts](#) listing.

V. PRINTERS:

Localized printers are not recommended for on-campus offices or facilities. However, if needed, departments should use a university preferred supplier or the state contract accessible through the [Office of State Procurement Contracts](#) listing.

VI. SOFTWARE:

A variety of software and licensing options are available to the University of Arkansas campus. A detailed listing of the types of software, licensing and availability is located on the [IT Services Get Software](#) webpage. For specific IT-related services including, web conferencing, storage, email, and phone services, please refer to the [IT Services](#) webpage. Unique software needs not listed are subject to the \$20,000 bid limit.

Adobe Software

The University of Arkansas has established an Enterprise Long Term Agreement (ETLA) with Adobe. The ETLA allows all faculty and staff access to the Creative Cloud Suite and use in computer labs across campus. Adobe Creative Cloud is available to faculty and staff at no charge. Student licenses are available for purchase at discounted rates. See the [IT Services Get Software](#) webpage to obtain or request your Adobe license. For additional questions contact the [IT Help Portal](#).

Microsoft Software

The University of Arkansas has entered into an Enrollment for Education Solutions (EES) program with Microsoft. The EES provides faculty, staff and students access to

O365 as well as other server, applications, storage, and collaboration tools. For additional questions contact the [IT Help Portal](#).

For products and software not included in the EES agreement, contact JourneyEd (Microsoft authorized reseller):

JournyEd.com, Inc.
Marcy Rodriguez
mrodriguez@journeyed.com
314/277-1125

Software for Personal Use:

Microsoft software is available for purchase from the Tech Store for personal use with personal funds only. Departments will not be reimbursed for purchase of Microsoft software through any means other than the available ordering options.

NOTE: Any software licensing agreement or contract that requires a signature must be reviewed/approved by General Counsel. Accessibility requirements apply to both hardware and software purchases where university funds are used.