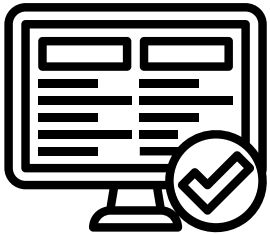


Personal Funds

Use a Pcard or Requisition/Purchase Order instead.

Contact your departmental fiscal representative or your Procurement Coordinator.

Review the Pcard Policy & Personal Reimbursement Policy for required compliance.



Technology Purchases

Review the Technology Purchasing Guidelines for proper purchasing methods.

Pcards and **Personal Reimbursements** are **NOT allowed** for purchasing **IT equipment**.

Visit IT Business Operations for the purchase of technology products for campus.

Contact contract@uark.edu with any questions.



Scientific Supplies

VWR is the primary provider for scientific supplies on campus.

Visit the VWR Store located at CHEM 47 to shop on-site for your lab supplies and research needs.

VWR orders can also be placed using the punchout in Workday.

Contact Sales Representative Anna Heringer anna.heringer@AvantorSciences.com.



Purchasing Authority

Do not make commitments you are not authorized to make.

Review Purchasing Methods and thresholds for the University.

Use **approved purchasing processes**. Contact 4help@uark.edu.

Contracts must be signed by those with Contract Signature Authority.