



## UAF Faculty Quick Reference Guide

Procurement laws provide requisitioners, buyers, and other procurement officials with an ethical and legal framework for purchasing and contracting on behalf of the public. Please use the information below for some common procurement related questions.

### Use a P-Card in lieu of a personal reimbursement.

- ✓ Request a PCard or know your departmental P-Card owner.
- ✓ Use the PCard for lower dollar purchases and quick needs.
- ✓ Review the [PCard 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](mailto:contract@uark.edu) with any questions.

### Scientific Supplies

- ✓ VWR is the primary provider for scientific supplies on campus
- ✓ Visit the [VWR Store](#) located in CHEM 47 to shop on-site for you lab suppliers and research needs.
- ✓ VWR orders can also be placed using the punchout in Workday.
- ✓ Contact Sales Representative Anna Heringer [anna.heringer@AvantorSciences.com](mailto: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](mailto:4help@uark.edu)
- ✓ Contracts must be signed by those with [Contract Signature Authority](#).

### Personal Funds

- ✓ Use departmental Pcard or Requisition/Purchase Order instead.
- ✓ Contact your departmental fiscal representative or your [Procurement Coordinator](#).
- ✓ Review the [Personal Reimbursement Policy](#) for required compliance.