



Office of Procurement, Strategic Sourcing and Contracts

Faculty and Staff Resource List Purchasing Do's and Don'ts

1. **DON'T** purchase anything without a purchase order or PCard.
2. **DON'T** purchase items for personal use: alcoholic beverages, gifts/contributions of any kind (including flowers), greeting cards, etc.
3. **DO** contact your departmental [Procurement Coordinator](#) in the Office of Procurement for help with any procurement matter.
4. **DO** become familiar with Procurement Resources: <https://procurement.uark.edu/>
5. **DO** subscribe to the Procurement Listserv to receive important communication surrounding procurement information and knowledge. Contact Whitney Smith, wesmith@uark.edu or Ellen Ferguson, ellenf@uark.edu
6. **DO** become familiar with Workday. For Workday training materials, please visit [UAF Finance Workday Training \(sharepoint.com\)](#).
7. **DO** become familiar with Minority and Women-Owned Business Resources: <https://procurement.uark.edu/mwob.php>
8. **DO** become familiar with purchasing thresholds:
 - a. Small Order Limit – purchases less than \$20,000
 - b. Bid Quotation Limits – purchases from \$20,000 - \$75,000
Individuals within the department can obtain bid quotes with the following requirements:
 - 1) Quotes must be requested through email from at least three suppliers, one of which should be a minority business if available for the commodity being purchased. The price **MUST** include a firm freight cost.
 - 2) In addition to price quotes, any purchase over \$25,000 for commodities or services requires a “Contract and Grant Disclosure and Certification Form” to be completed by the supplier who is awarded the quote. The form can be printed from the Procurement web site under the “Forms” tab: <https://procurement.uark.edu/forms.php>
 - c. Formal Bid Limits – purchases over \$75,000
The Procurement Office must solicit these bids. To start the process, visit the Formal Bids site: https://procurement.uark.edu/types-of-purchases/formal_bids_.php
 - d. Print Bids (wet ink on paper, regardless of cost) – requests for printing bids and bid specifications must be provided to Procurement. The Procurement Office must process these bids. Contact your Procurement Coordinator with questions.
9. **DO** become familiar with mandatory and optional state and university contracts, as well as the available Cooperative contracts. These contracts can be found at the Procurement website under the “Contracts” tab: <https://procurement.uark.edu/contracts.php>. Some contract categories include computers, software, furniture, envelopes, paper, tires, vehicles, etc.
10. **DO** contact the Campus Tech Store for available tech products and services: <https://shop.uofastore.com/> or dial 575-5414.
11. **DO** contact the Office of Procurement or UA Printing Services prior to having any printing done. All printing jobs must be bid if wet ink on paper. Digital printing does not require bidding.
12. **DO** follow the [Legal Review Process Instructional Guide](#) regarding all supplier terms/conditions or items requiring signature (contracts, maintenance/license agreements).
13. **DO** always include Who, What, When, Where and Why in the description of your request.
14. **DO** contact Ellen Ferguson at 575-5314 or ellenf@uark.edu prior to entering any “Services Contracts” (professional, consultant, technical, general, etc.)
15. **DO** contact Facilities Management when any installation, alteration to buildings, or any construction related engagements are being considered: <https://fama.uark.edu/>
16. **DO** contact the Office of Risk and Property Management for any real property lease or rental, whether office, storage, commercial or residential: <https://risk.uark.edu/>
17. **DO** supply a completed and signed Official Function Form including the attendees list, date and name of function for official functions, interviewee meals, etc. The Official Function Form can be accessed from the Procurement

web site under the “Forms” tab: <https://procurement.uark.edu/forms.php>

18. **DO** supply the license/certificate authorization forms when applying for or renewing an individual license or certification: <https://procurement.uark.edu/forms.php>
19. **DO** supply the wireless remote data access forms when requesting payment for at home internet or cable service: <https://procurement.uark.edu/forms.php>
20. **DO** supply the vendor’s certificate of insurance for services. Examples are air and bus charters, repair work on U of A equipment, Supplier services while on UA property, etc.
21. **DO** contact the Surplus Warehouse, Wenoah Goodson at 575-2325 or goodson@uark.edu when looking for office furniture or to have surplus equipment picked up.
22. **DO** contact the e-Procurement office for PCard and Fuel Card questions: <https://procurement.uark.edu/e-procurement/pcard/index.php>
23. **DO** have your departmental personnel arrange for PCards. Contact the eProcurement team: <https://procurement.uark.edu/e-procurement/index.php>
24. **DO** contact the Travel Office for Travel-related questions: <https://travel.uark.edu/>
25. **DO** refer to the list of Non-Allowable Items or Items Requiring Additional Guidelines: https://procurement.uark.edu/e-procurement/pcard/faqs_what_is_allowable.php
26. **DO** utilize our on-campus stores and services:
 - Surplus Warehouse: <https://financial-affairs.uark.edu/surplus-warehouse>
 - UA Campus Store: <https://uark.bncollege.com/shop/arkansas/home>
 - UA Tech Store & Service Ctr: <https://shop.uofastore.com/>
 - IT Services: <https://its.uark.edu/>
 - Print, Mail, Copy Solutions: <https://pmcs.uark.edu/>
 - Trademark Licensing: <https://arkansasrazorbacks.com/licensing/>

Helpful Resources

Supplier Services:	https://businessservices.uark.edu/vendors/index.php
Procurement Home page:	https://procurement.uark.edu/index.php
Procurement BU/Department Assignments:	https://businessservices.uark.edu/budgetary-unit-assignments.php
Procurement Directory:	https://businessservices.uark.edu/directory.php#Procurement
Procurement Resources:	https://procurement.uark.edu/vendors.php
Procurement Policy/Guidelines:	https://procurement.uark.edu/policy/index.php
Travel Office:	https://travel.uark.edu/
e-Procurement Office:	https://procurement.uark.edu/e-procurement/index.php
International Tax Compliance:	https://financial-affairs.uark.edu/international-tax-compliance