

Procurement Quick Reference Guide for UAF Faculty

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

P-Card Information – Use a P-Card in lieu of personal reimbursement.

- Know your departmental P-Card owner.
- Use the pcard for lower dollar purchases and quick needs.
- Review the [P-Card Policy and Process](#) for required compliance.

Tech Store – Use the Tech Store for computing needs.

- 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.
- Use [State or Cooperative Contracts](#) for other technology needs.

Scientific Supplies – Use the VWR Store for lab supplies.

- VWR is the primary provider for scientific supplies.
 - Visit the campus [VWR Store](#) 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- Do not make commitments you are not authorized to make.

- All goods and services purchased on behalf of the University, regardless of source of funds, are subject to regulations and procedures as stipulated in University policies and the State of Arkansas statutes.
- Do not make or authorize purchases without using the approved purchasing process.
 - Procurement is the sole purchasing authority for the University as delegated by the State of Arkansas (Arkansas Procurement Law 19-11-203).
 - Only purchases authorized by this authority are legal obligations of the University.
 - Only those that have signature and contract authority delegation as designated by [University Fayetteville, System and Board policies](#), are allowed to sign contracts and obligations on behalf of the University.

Personal Reimbursements- Do not use personal funds.

- Use departmental P-Card or PO instead.
- Contact your departmental fiscal representative or your [Procurement Coordinator](#) directly prior to using personal funds if a situation arises where usage this is needed.
- Review the [Personal Reimbursement Policy](#) for required compliance.
- Complete the [Personal Reimbursement Form](#) and attach to applicable Expense Report in Workday.