



ANUAL

Department of Finance & Administration

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OVERVIEW

THE STAFF

LEAD TIME SCHEDULE

Procurement	Lead Time
Airfare	Immediately
Emergency & Special Purchases	1 Day
Small Orders (up to \$10,000)	1 Day
Quotation Bids (\$10,000 - \$50,000)	10 Days
Competitive Sealed Bid (>\$50,000)	2 Weeks
Sole Source	1 Week
Job Order Contracts (< \$20,000)	1 Week
Job Order Contracts (> \$20,000)	3 Weeks
Construction & Facilities (> \$750,000)	8 Weeks
Competitive Sealed Proposals	Up to 6 months

This lead time schedule assumes that all appropriate approvals have already been obtained and that all associated accounts are pooled and authorized at the time of processing.

Conflict Of Interest

In accordance with Ark. Code Ann. §19-11-705:

(a) CONFLICT OF INTEREST.

(1) It

Gratuities and Kickbacks

In accordance with Ark. Code Ann. §19-11-707:

(a) GRATUITIES.

OFFICIAL FUNCTION POLICY

Official Functions, Board Policy 260.1

An approved official function form is required for all official functions.

Events falling within the "Official Functions" designation fit one or more of these categories:

- (1) Meetings of official institutional (in-house) committees and advisory groups;
- (2) Meetings of official external committees and advisory groups;
- (3) Receptions, honors, and staff functions;
- (4) Faculty and staff functions;
- (5) Student functions;
- (6) Official Board functions; or
- (7) Miscellaneous functions in support of the University's mission not obviously fitting one of these categories.

Examples of official functions:

may be duly published in the manner in which regulations of this state are published. Compliance with the requirements of a duly promulgated advisory opinion of the director shall be deemed to constitute compliance with the ethical standards of this subchapter.

2. WAIVER: on written

2. Plaques to student or speakers (non-state employees only) for events if the event has been declared an official function (recommend you add this to your letter above).
3. Annual Yearbook
- 4.
5. Travel for top officers in academic related events or for participation (may require the 3P Justification if more than the President or Ms. SGA)
6. Clothing like sweat or tee shirts for officers or advisors in an official capacity (not for games or non-academic occasions)
7. Printing (wet ink processing) Xeroxing (dry ink processing) official business only. If not done on campus must be prior bid by the Office of Procurement
8. Promotional items designed with the intent to recruit
9. Memberships in academically related associations
10. Badges for officers and staff
11. Stipends for student participation. (Ex: Yearbook; Golden Ambassadors, Arkansawyer)
12. Movies and games for students (reasonable costs)
13. Rental of plants for official meetings
14. Ad and radio, television spots that promote recruiting
15. Furniture and office supplies
16. Performers, speakers for official business
17. Vehicle rentals, official business (must be via campus Motorpool and Enterprise Rental)
18. Sports and recreational items for intramural sports(minimal reasonable costs)
19. Reimbursement to student for theft or damages where it is apparent that the fault lies with an agent of UAPB.

work or painting or other. Written, documentation required to include date, summary of the incident, police report if applicable, eye-witness statement or other, to include estimated cost of damages. Signatures required: Student, Supervisor, and appropriate Vice Chancellor. Receipts are preferable, however the final determinate of the amount to be reimbursed will be at the discretion of the Chancellor or his designee and may be with the advice of General Counsel.

PROCUREMENT GUIDELINES

TRAVEL

In accordance to University Policy 8.4:

Members of the teaching, research, administrative, and extension staffs are encouraged to attend professional meetings, when attendance is beneficial to both the employee and the University.

Brief leaves from official duties may be granted by your department head for attendance at .00ue004(at)-prds8 ref

Per Diem Meals:

A receipt is not required for per diem meals, however, employee must adhere to GSA Per Diem Guidelines and Rates found at <https://www.gsa.gov/portal/category/26429>.

Webinars/Online Courses

Webinars, online courses, etc., which do not require an employee to leave the campus, **do not** require a travel authorization.

Ground Transportation

A receipt is required for all ground transportation expenditures. These receipts must be submitted with the TR1 form immediately upon returning from travel.

Relocation Expenses for New Hires

Arkansas Code 19-4-522 (5) (e) allows the payment of employee moving expenses from state funds by institutions of higher education. Within the fiscal limitations of departmental units of the University of

SERVICES

Object Category Code

The object category code for all service categories is 52000.

Advertisement

determines that we cannot provide the needed vehicle(s) from our fleet, the supervisor would then submit a requisition to the Agency Procurement Official to rent whatever additional vehicles are needed. Such requisitions will be charged to Motor Pool and the Motor Pool supervisor will then bill the end user department.

Vehicle Lease

Before an end user shall lease any motor vehicle or renew any existing lease for a motor vehicle, the end user shall submit a written request to the Director of State Procurement of the Department of Finance and

All requests for initiation or cancellation of a cellular allowance must be directed to the Agency Procurement Official.

By receiving an allowance from the State, your mobile device becomes property of the State and will be subject to audit at any point in time.

SUPPLIES

Object Category Code

The object category code for all supplies categories is 53000.

Non-Capitalized Equipment

Non-capitalized equipment is defined as a supply item less than \$5,000.00 that

State Property

It is prohibited by state law to give away state property and/or to give gifts to state employees for personal use when purchased with state or federal funds.

It is a prohibition of state law to take or sell state merchandise regardless of the dollar amount for personal gain or profit. When state property (equipment or supplies) has fulfilled its useful life or intended purposes there are guidelines for proper disposal. All disposal of state property must be carried out b

overlooked but are affected by this directive are: T-shirts, audio visual supplies or equipment (tapes,

Awards & Plaques

The purchase of award items with state funds is prohibited for all state employees.

Award items for non-state employees and board members are limited to \$20 per individual.

The department end user must attach a list of recipients and written verification that the individual(s) listed or their immediate family members are not employed by any agency of the State of Arkansas.

Personal Items

Items intended for personal use, such as but not limited to: Personal Hygiene Products, Snacks, Beverages (including water bottles) are prohibited purchases in accordance to 19-4-522. *Maintenance and general operation.*

IT Purchases

All IT requisitions must gain VPAT, state contract, and all other approval measures used by the Director of Technical Services before submission to the Procurement Office.

Voluntary Product Accessibility Template (VPAT) Act 308 of 2013 of the Ark. Law requires that prior to contract consummation, that the product for which is being purchased is VPAT compliant.

STIPENDS

Object Code

The object code for all stipends is 55110.

Pursuant to Ark. Code Ann. §19-11-709(2)(D)(1):

Stipends are approved for eligible students for program participation only.

The department end user shall submit the following to the Agency Procurement Official to initiate the process for stipend payments:

1. An approved requisition
2. Invoice (if non-student); Certificate of Stipend (if student)
3. Conflict of Interest form (for non-students only)
4. W9 Form
5. Ethnicity

CAPITAL PURCHASES

Object Category Code

The object category code for all capital purchases is 56000.

Definition

A capital purchase is defined as goods of considerable value and durability, other than real estate or software,

APPROVALS

Budget Officer

All requisitions must be approved by the appropriate

The Agency

Services

An intent to award notification will be issued by the Agency Procurement Official to the vendor prior to commencement of services.

CONTRACT MANAGEMENT

Contracting Authority

In accordance to UA Board Policy 300.1:

No University employee may execute any contract purporting to be on behalf of the University unless he or she has been delegated signature authority to do so. **No contract signed by a person without signature authority shall be binding upon the University or the Board of Trustees of the University of Arkansas.**

The University is not bound by and does not recognize as binding any promise or obligation made by an unauthorized person. Those signing external agreements or attempting to bind the University by any other means without authority may be subject to legal and/or disciplinary action up to and including termination.

All documents legally binding UAPB must first be forwarded to the Agency Procurement Official for review and consideration. After legal review by the General Counsel, the document will then be submitted to the Vice Chancellor for Finance and Administration (or Chancellor, where appropriate) for final approval.

*A fully executed agreement **does not** fiscally obligate UAPB for goods and/or services, in the absence of an approved purchase order.*

Contract Administration

The Agency Procurement Official will be respon1 0 0 1 3tx7emeg2e Vicechase ord 224.93 354.77 Tm(w)5(i)6(1 0 0 1 72.n

Invoices in triplicate must be sent to the University of Arkansas Pine Bluff. You must indicate on the invoice the purchase order number

done any action in Ark. Code Ann. §19-11-245(b) and shall be sent to the bidder at the address shown in

Past performance evaluation should not take the place of suspension or debarment procedures.