

Purchasing and Travel

PURCHASING



This is a Requisition

Use it for purchasing up to \$5000

NOTE: When ordering chemicals - Chemical Order Form and MSDS must be attached before order will be placed.

University of Arkansas
Requisition

Department: Chemical Engineering

Vendor: _____ Check for Bid Request ☐

Cost Center Number: _____
Cost Name: _____
Estimated Cost: _____ \$0.00
Requisition Number: R
PO Number: _____

Ship to: University of Arkansas

You must know what money is being used to pay for it

Item	Description	Qty	Unit	Unit Price	Total
1					\$0.00
2					\$0.00
3					\$0.00
4					\$0.00
5					\$0.00
6					\$0.00
7					\$0.00
8					\$0.00

You must get the professor to sign it

Date: _____ Requested by: _____ Phone: _____

Approved by: _____ By signing this request you agree that this expenditure is to be used for business of the University of Arkansas.

This is a Chemical Order Form

- Fill this out when you order chemicals
- Attach MSDS
- Turn it in with your requisition
- It does NOT order chemicals
- This form is for Leldon King

Chemical Order Form

Date Ordered (dd/mm/yy):

Your Name:

Lab Supervisor:

[illegible]

This form should accompany any Requisition when ordering chemicals.

Thank you for taking time to fill out this form. It makes updating the CIS inventory program much easier!

This is a VWR order form

- Use it to VWR. Get catalog number from the website at vwr.com
- Fill out the top, leave the account numbers blank
- Get the professor to sign and indicate the funds being used
- I will enter the order in the online system for you.
- To pick up items on campus at VWR, you can use my P-Card.



NOTE: When ordering chemicals - Chemical Order Form and MSDS must be submitted with this order before it will be processed.



VWR International, Inc.
University of Arkansas
Chemistry Building, Room 25
Fayetteville, AR 72701
www.vwr.com

Stephanie Hufhines
On-Site Coordinator
Phone: 479.575.1450
Fax: 479.575.7184
Email: stephanie_hufhines@vwr.com

VWR International, Inc.
335 Scott Avenue
Fayetteville, AR 72701
www.vwr.com

Traci McCusiston
Sales Representative
1680/102
Voice Mail: 800.248.6388 x036
Customer Service: 800.932.5000
Fax: 501.575.7184
Email: traci_mccusiston@vwr.com

VWR Account: 2256184 Blanket PO No: _____
Your Name: _____ Signature: _____
Department: _____ Supervisor: _____
Your Phone: _____ Your Fax: _____
Your Email: _____ Building & Room No: _____
(Your Ship To Address)

<u>VWR Catalog Number</u>	<u>QTY</u>	<u>UNIT</u>	<u>ITEM DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
1. _____	_____	_____	_____	_____	\$0.00
2. _____	_____	_____	_____	_____	\$0.00
3. _____	_____	_____	_____	_____	\$0.00
4. _____	_____	_____	_____	_____	\$0.00
5. _____	_____	_____	_____	_____	\$0.00
6. _____	_____	_____	_____	_____	\$0.00
7. _____	_____	_____	_____	_____	\$0.00
8. _____	_____	_____	_____	_____	\$0.00
9. _____	_____	_____	_____	_____	\$0.00
10. _____	_____	_____	_____	_____	\$0.00
11. _____	_____	_____	_____	_____	\$0.00
12. _____	_____	_____	_____	_____	\$0.00
13. _____	_____	_____	_____	_____	\$0.00
14. _____	_____	_____	_____	_____	\$0.00
TOTAL					\$0.00

These
forms can
be found in
the office
or on the
network



Turning it in

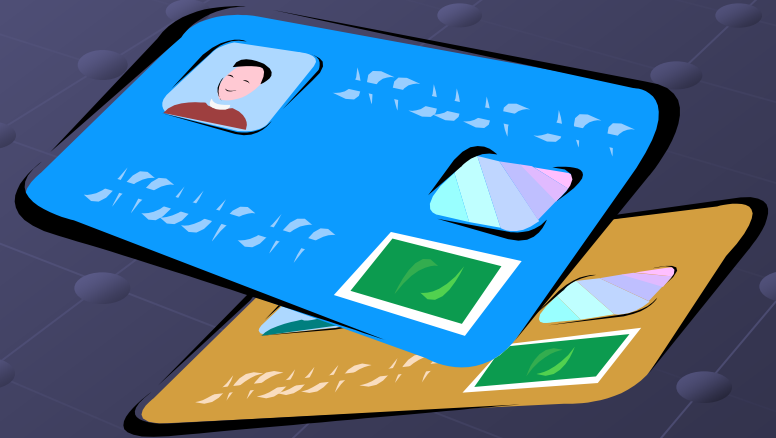
- Once you have the paperwork filled out, drop it in the inbox on the counter or bring it to me directly
- DO NOT put it in my mailbox!



Using the P-Card

- You may use a PCard for on-line purchases or at local merchants
- You MUST log in your purchase in my office
- You MUST turn in your receipt or invoice immediately
- Complete a P-Card Documentation form and turn in with your invoice/receipt. If your receipt is electronic, turn in the form by itself.
- Indicate on the receipt who purchased it, the professor and what project it is for
- If I have to remind you more than once, you will not be allowed to use the P-Card again

DO NOT write down my pcard number or make a copy of it.
Come and get the card each time you use it.



The Pcard Log is located in my office behind my computer monitor. It has the “no-no” list on top of the register, please familiarize yourself with this list before you use it!



P-Card Documentation

This is the new P-Card documentation form. The difference is the box at the lower right corner. You must now sign to verify that this purchase is used for university business. This must be completed for every pcard purchase.

P-Card Documentation		Receipt Document #D
Purchaser's Name (if not on receipt): _____		Attach Receipt Here:
Cost Center to be Charged: _____		
Reason/Purpose of Purchase: (If for an official function, state function name, date, & attendees) _____ _____ _____		
Description of Purchase Items (if not clearly defined on receipt)		
Description	Cost	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	
Total	\$0.00	
		Signature I certify that this expenditure was used for business of the University of Arkansas

Personal Reimbursements

- This is not the best way, but sometimes it is unavoidable
- Turn in a receipt with your name, the professor's name and the project on it
- You will have a form in your mailbox to sign when I get it processed, sign and return to me promptly
- Because of the extra paperwork involved in these, I only do them every couple of weeks. Because of the administrative cost of processing purchase orders, purchasing will not approve them for less than \$25.
- If the purchase is for food for an event, I will need a list of everyone who ate (this is an IRS requirement)

Requisition # R _____

UNIVERSITY OF ARKANSAS REIMBURSEMENT CLAIM FORM

DEPARTMENT: Chemical Engineering DATE: 10/19/07

PAY TO: _____
(See Personal Reimbursement Procedures for additional information at
<http://www.uark.edu/admin/busaffrs/policy/purchpolicy.html#Personal>)

ADDRESS FOR
PAYMENT CHECK: 3202 BELL

FOR: Reimbursement for emergency expenditure(s) as follows:

DATE PURCHASED	ITEM DESCRIPTION	COST
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL: (May not exceed \$5000.00 without special authorization)		\$0.00

I hereby certify that the items described herein were purchased for the University of Arkansas and were paid for from personal funds.

Person requesting reimbursement

Supervisor Approval (Cannot be the same as Requester)

REQUIREMENTS FOR REIMBURSEMENT

An expenditure from personal funds is an exception to authorized purchasing procedure and should occur only under an emergency condition. Prior approval of the Procurement Section should be obtained when possible. The following information should be provided with this form:

- 1) Explanation of circumstances why a purchase order was not used
- 2) Completed Requisition showing the name and address of the individual to be reimbursed as the source procured from.
- 3) Paid itemized receipts.

Explanation:
Purchase of lab equipment and supplies , peard not available

Purchasing Approval:

Receiving your order

- All orders will be in the receiving area
- They must be logged in the receiving book and you **MUST** sign them out.
- Sign and date the packing slip and make sure it is complete and not damaged
- Turn in your packing slip



Purchasing Thresholds

.Small Order Limit – purchases less than \$5000

Including freight but excluding sales tax. The UA DOES pay sales tax!

Fax Quotation Limits – purchases from \$5000 - \$25,000

Individuals within the department can take these quotes with the following requirements:

.Price quotations either fax or e-mail from at least three vendors, one of which should be a minority vendor if available for the commodity being purchased. Log on to for a minority vendor. Price quotations including the Internet **must have a firm quote and freight cost. The price MUST include firm freight cost.**

There are forms to help you tabulate this is you want to use them. You can also turn in written quotes from your vendors. Be sure you have the name and phone number of your contact person at the company.

.Formal Bid Limit – purchases over \$25,000

Must be entered into BASIS as a purchase requisition type of “BR” with bid specifications. Purchasing must solicit these bids. Average processing time is 6-8 weeks.

SOLE SOURCE PURCHASES (for purchases over \$5000.00)

Can be made only after the ordering department submits a requisition with completed on line BASIS sole source justification form, and receives approval for such purchase by the Procurement Division and the Associate Vice Chancellor for Business Affairs.

Sole source purchases can be justified in one of three ways:

1. Purchase of repairs involving hidden damage.
2. Purchase requiring performance compatibility with existing commodities and/or services.
3. Purchase based on performance specifications

Miscellaneous Purchasing Facts

- **LOGO PRODUCTS:** Merchandise that carries a University logo or trademark must be purchased from vendors that are licensed through the Collegiate Licensing Corporation.
- You may NOT purchase logo items with a Pcard.
- If you are producing any items, such as Tshirts, that will have any protected trademarks on them, you must go through proper channels, get permission ahead of time, used a licensed vendor to produce them. This includes any of the following:



Also includes:

“UNIVERSITY OF ARKANSAS®”,

“ARKANSAS RAZORBACKS®”,

“ARKANSAS®”,

“HOGS™”,

“WOOO PIG SOOIE™”,

the University of Arkansas with the Old Main silhouette®, any Razorback marks or images, and the University of Arkansas school Seal. An “®” emblem must appear on all products that have the University’s registered marks and verbiage, otherwise a “™” must be present on all products pertaining to any of the University’s marks that are not registered

TRAVEL



Travel Authorization

- You **MUST** complete this form and turn it in to Amber **BEFORE YOU LEAVE**
- There is a serious risk management factor involved here
- I will **NOT** approve any more after-the-fact travel authorizations
- Applying for a Graduate School Travel Grant does **NOT** get your authorization into the system

TRAVEL INFORMATION SHEET	
Traveler _____	SS# _____
Remit Address _____ (For Reimbursement)	
Destination: _____	Event Dates: _____ to _____
Travel Dates: _____ to _____	
Purpose: _____	
DO YOU WANT A TRAVEL ADVANCE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
AIRFARE COST: \$ _____	
Paid by: P.O. <input type="checkbox"/> T-Card <input type="checkbox"/> Personal reimbursement <input type="checkbox"/>	
REGISTRATION COST: \$ _____	
Paid by: P.O. <input type="checkbox"/> T-Card <input type="checkbox"/> Personal reimbursement <input type="checkbox"/>	
HOTEL COST PER DAY \$ _____ Number of day(s): _____	
MEALS PER DAY: Number of days _____ @ \$ _____ /day	
MISC. EXPENSES (Estimate if exact price is not known):	
<input type="checkbox"/> Rental car \$ _____ (per day) for _____ days	
<input type="checkbox"/> Gas \$ _____ <input type="checkbox"/> Tolls \$ _____ <input type="checkbox"/> Taxi/Shuttle \$ _____	
<input type="checkbox"/> Registration fees \$ _____ <input type="checkbox"/> Parking \$ _____	
OTHER MISC. EXPENSES/INFORMATION: _____	

COST CENTER DISTRIBUTION: CCC #: _____	
Name of CCC _____	

MEMBERS OF TRAVEL GROUP (If group travel):	

For Office Use: Date Processed: _____ TA #: _____ Supplement Processed	Advisor approval _____ All student travel must be approved by their advisor.
--	---

Travel Authorization

- Turn the form in to Amber and she will enter it into the BASIS system for my approval.



When you return

- Complete this form
- Attach all receipts
- You must have receipts for everything: hotel, airline, registration, meals, rental cars, gas receipts, miscellaneous expenses, parking and taxi charges
- If you drive a personal car, you will be paid by the mile and will not need gas receipts
- You may claim 70 miles round trip to XNA
- Do this within 5 days of your return

[illegible]

updated 8/17/06

Using the T-Card

- You may use my T-Card for airline and registration
- It can only be used for hotels if it is an on-line hotel/airfare package
- You must turn in receipts to Amber immediately, even if the trip is not for several weeks and you must turn in your Travel information sheet at the same time
- If I have to ask you for your receipts more than once, you will not be allowed to use the card again



Meals

- If you are going to claim per diem on meals, you must have your professor's approval on the Travel Authorization form.
- Per diem will not be automatically paid on department funds.
- You will now be required to turn in receipts for all meals. If you forget to get one, or there is not one available, make a log.



The Enforcer



- I reserve the right to enlist outside aid in enforcement
- He carries a bullet in his pocket