Purchasing and Travel
This is a Requisition
Use it for purchasing up to $5000

You must know what money is being used to pay for it
Be sure to include a fax number

You must get the professor to sign it

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

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.
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!

Pcard Log
Sign out before taking the Pcard!
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.
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).
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
**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 T-shirts, that will have any protected trademarks on them, you must go through proper channels, get permission ahead of time, use 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 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 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
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