

Arkansas State University - Jonesboro

Effective Date: 07/01/97

Number: 05-16

Section: Finance and Administration

Subject: Procurement Services: General Procedures

1. Whenever possible and practical, all goods and services required by University departments should be obtained from University departments or service areas, such as the Bookstore, Printing Services, Facilities Management and Central Stores. These purchases must be submitted through a requisition to Procurement Services or IDT, regardless of funding sources.
2. All materials, supplies, equipment or services which are not available from University sources and are to be acquired by purchase, lease or rental should be requisitioned to Procurement Services.
 - a. Procurement Services is responsible for all inquiries and investigations regarding the purchase.
 - b. All items to be attached to a building such as floor tile, blinds, etc., must be coordinated through Facilities Management. Reference the Modification/Renovations of Buildings, Furnishings and Equipment procedure for more information.
3. All correspondence with suppliers must be conducted by Procurement Services except when Procurement Services deems it advisable to delegate this authority to others.
 - a. In such cases, copies of all correspondence should be sent to Procurement Services.
 - b. All preliminary correspondence must accompany the requisition and will become part of the records of Procurement Services.
4. Staff members should not give any information which might commit the University or sign any lease or purchase agreement on behalf of the University.
5. The University will not assume any responsibility for any purchase made directly by any staff or faculty member other than authorized Procurement Services personnel.
6. Procurement Services obtains competitive bids and places orders with the lowest and best bidder in accordance with state laws and regulations. Reference the Bid Requirements procedure for more information.
7. Under no circumstances will Procurement Services make any purchase for the personal or private use of any person.
8. Procurement Services will conduct all necessary adjustment negotiations, except when Procurement Services deems it advisable to delegate this authority to others.
9. All goods must be shipped to Central Receiving or a University PO Box. Exceptions must be approved in advance by the Director of Procurement Services.

REGULATIONS

1. Requests for the purchase or lease of any materials, supplies, equipment or services are submitted on an online requisition.
2. All requisitions should be submitted far enough in advance of the need to permit correspondence, investigation of sources of supply and securing of competitive prices. (Normally, 20-30 working days are necessary before an order requiring competitive bids can be placed.)
3. Quantity requirements for a reasonable period should be anticipated to avoid unnecessary repetition of requests and orders.
4. All rush or emergency purchases must be coordinated through the Director of Procurement Services and the Vice Chancellor for Finance and Administration.
5. Separate requests should be submitted for different types of commodities not normally available from the same suppliers.

PROCEDURES

1. Prior to the request for purchase, the department should ensure that funds are available for the purchase.
2. The requisition is completed by the department and approved by the authorized official(s).
3. Each item should be clearly described, and detailed specifications given so as to ensure receipt of satisfactory materials, supplies, equipment or services.
4. A definite delivery date should be indicated when possible on each request.
5. Each request should show a departmental estimate of the cost. When the cost significantly exceeds the departmental estimate, Procurement Services will obtain telephone approval for off-campus supplies from the department before proceeding.
6. Procurement Services reviews each request for off-campus vendors and issues a purchase order.
 - a. When competitive bids are necessary, Procurement Services obtains the bids. After necessary consultation with the department, Procurement Services will select a supplier based on the best and lowest bid.
 - b. When applicable, Procurement Services utilizes existing state contracts and cooperative contracts for goods and services.

Reviewed on 05/02/13.