

Arkansas State University

General Finance Processes and Procedures

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General Terms for Finance

Requisition (Req) – document initiated by department in Internet Native Banner to request the purchase of goods/services

- Non-confirming requisition – request to purchase goods/services that have not been previously received from vendor
- Confirming requisition – request to pay vendor for goods/services that have been previously received/provided from vendor (Example: FedEx Invoice)

Quote – A formal statement from a potential supplier/vendor to supply goods or services at a specific price within a specific period. Processed by a non-confirming requisition.

Purchase Order (PO) – document created by Procurement Services (Buyer transfers requisition to PO once requisition has been approved)

Receiver – document created when department has received goods/services

- Receiver quantity is matched up to invoice quantity to process payment
- Receiving is only required for non-confirming requisitions

Invoice – document created by Accounts Payable to invoice goods/services

Check/Direct Deposit – payment method to vendors.

- Accounts Payable processes payments daily at 10a
- Direct Deposit is provided for reimbursement of travel or goods/services for employees/students

US Bank Cards

- P-Card (provided to individuals in departments for allowable purchases)
- T-Card/Department Card (provided to individuals/departments for travel expenses)

Budget Transfer – online document initiated by department in INB/Self Service to transfer funds from salaries, supplies, travel, and capital outlay; paper transfer form is required for permanent transfers or Foundation transfers.

Expense Transfer – paper document initiated by department to transfer expenses from one FOAP to another; entries are made by Controller's staff

Journal Voucher (JV) – paper document initiated by department for accounting adjustments; entries are made by Controller's staff

Interdepartmental Form (IDT) – paper document initiated by department for on campus purchases

Primary Systems and Third Party Applications

Blackboard Learn – online third party system utilized for course management.

CSS – Communication Services Statement – online utility created by Information Technology Services for viewing billing statement for Cisco phones, university owned phones, data plans, and devices.

Discoverer/Argos – reporting tools utilized by administrative units.

dotCMS – web content management system

Effort Certification – Self Service module utilized to certify time and effort expended for personnel whose salaries are paid by grant funds.

ePrint – online reporting utility that is utilized to send reporting output to for administrative units (not commonly used in end user departments).

Internet Native Banner (INB/Banner) – primary ERP system utilized for Accounts Receivable, Advancement, Finance, General, Human Resources/Payroll, and Student.

Parking e-biz – online third party system utilized for managing parking permits, spaces, tickets, etc.

ShareSpace – online utility created by Information Technology Services for sharing documents in a secure manner.

Self Service Banner (SSB) – self service application utilized for the same modules with the exception of Advancement and General. Not all functions can be accessed in Self Service.

Taleo – online third party system utilized for recruiting, onboarding, and performance.

TimeTracker – online third party system utilized by non-exempt employees to clock in and out and submit leave requests.

Touchnet – online third party system utilized for cashiering system and student billing/payment processes.

Concur – online application used for submitting travel authorizations, advances, and expenses.

US Bank – online third party system utilized for managing pcards, department cards, and travel cards.

WebXtender – online third party system utilized for document scanning and retention.

Workflow– online third party system utilized in coordination with INB to automate process flows. An example is the employee termination workflow.

State Contracts and Cooperative Services

<http://www.astate.edu/a/procurement/procurement-contracts.dot>

State Contracts and Cooperative Services have been established to provide lower costs for higher education. These contracts lower the purchase price of goods and services by aggregating the purchasing power of member institutions and streamlines the supply chain process – reducing time, complexity and total acquisition costs.

State Contract – A contract issued by Ark Department of Finance & Administration. Some are mandatory, some are not. Items purchased from State Contracts do not have to be bid.

Cooperative Agreement – There are a great multitude of cooperative contracts available to public procurement units. Some companies have websites that require you to log in to get the government price. Our goal is to continually update the website with as much information as possible on cooperative contracts available to A-State.

All contract numbers for State Contracts and Cooperative Agreements should be entered on line 10 in Document Text.

Please utilize these contracts when possible. If you have any questions, please contact Procurement Services at 870-972-2028.

Supporting Documentation

According to Operating Procedure [08-09--Records Retention](#), departments are responsible for retaining original financial documentation for at least two full fiscal years.

Write the requisition number at the top of the documents to allow for quicker processing. Scan and email the documents to procurement@astate.edu. Contact Katye Davis - kadavis@astate.edu for questions.

The following types of requisitions require supporting documentation:

- Quotes
- Confirming requisitions (invoices, receipts)
- On Campus Vendor Invoices (Sodexo, Printing Services)
- Any other agreements, contracts, and terms and conditions
- Off/On Campus Food forms required for reimbursement of food not purchased from Sodexo
- Individual Membership & Licenses - In the event that a membership or license is in the name of an individual, a signed memo from the appropriate Vice Chancellor or Chancellor must accompany the requisition before it will be processed for payment. Institutional Memberships do not need approval since they are in the University's name.

Do not send the Banner screen shots as back-up.

Use Share Space to send documents containing personally identifiable information such as social security number and date of birth. For more information, visit <http://www.astate.edu/a/banner-support/training/sharespace/>. Vendor forms should be faxed or emailed directly to procurement@astate.edu.

Procurement Services Operating Procedures

www.astate.edu/a/finance/procedures/

- [05-01---Chart of Accounts](#)
- [05-06---Procurement Services: Professional/Consultant Services Contracts](#)
- [05-09---Procurement Services: Official Functions - Expenditures](#)
- [05-16---Procurement Services: General Policy and Procedures](#)
- [05-17---Procurement Services: Bid Requirements](#)
- [05-19---Accounts Payable: Damaged/Incorrect Deliveries](#)
- [05-20---Procurement Services: Equipment Service Agreements](#)
- [05-29---Collegiate Licensing](#)
- [05-38---Institutional Memberships](#)
- [05-39---Procurement Services: Printing Rules](#)

Office Supply Purchases

The Office of State Procurement has issued an Office Supply Contract. This contract is **mandatory** for all state agencies, including Arkansas State University.

Office supplies **may only** be purchased from **Staples** (online purchases) and **Goddess Products/Office Depot** (online and in-store purchases).

You may purchase your office supplies by requisition or P-Card. P-Card purchases will be monitored closely and unauthorized office supply purchases may result in loss of P-Card privileges. A **minimum purchase of \$50 is required** when using the office supply websites. Purchases made in-store have no limit requirements.

To obtain an account for these sites, contact Nanya French at nfrench@astate.edu or Rebecca Spicer at rspicer@astate.edu. Once you have obtained your user id and password, please visit both web sites for the best prices.

Staples – <http://www.StaplesAdvantage.com>

Office Depot/Goddess Products–<http://www.goddessproductsinc.com/arkansas.html>

Be mindful of the Xerox Contract when ordering a printer or toner. Arkansas State has partnered with Xerox Services to deliver best in class services and technology to optimize our printing, copying, scanning and faxing needs. Under the Xerox Contract, you will not have to order replacement printers or toner.

Requisition Process

1. Add the items to the cart
2. Create a new requisition to enter each item in the commodity code field
3. Enter the requisition number in the cart
4. Submit your Staples order
5. Procurement will receive a notification from Staples.
6. Once the requisition has been approved, Procurement will transfer the requisition to a purchase order and approve the order in Staples.

P-Card Process

1. Add the items to the cart
2. Enter the p-card number and submit the order
3. Enter "PCARD" into the required requisition number field
4. Procurement will receive a notification and approve the order

For more information contact Nanya French or Rebecca Spicer at 972-2028.

Food Purchases

All food purchased with state funds require a food form to accompany receipts for reimbursement or P-Card purchases. The exceptions are purchases paid for by agency funds (begin with 9) or ASU Foundation funds.

- On-Campus facilities include all buildings on the Jonesboro campus with the exception of the ASU Pavilion and Judd Hill Center.
- Off-Campus facilities include restaurants, parks, and other establishments not on the Jonesboro campus.

On-Campus Official Functions

- Food purchased for an on-campus function should be purchased through Sodexo/Dining Services.
- The On-Campus Food form must be approved by Sodexo/Dining Services **PRIOR** to ordering from an off-campus vendor when Sodexo is unable to provide the food for the function.
- The completed and signed form should be submitted with the receipt(s) (depending on the method of payment P-Card or requisition) to Procurement Services.

Off-Campus Official Functions – Academic Departments

All food purchases for off-campus official functions must be approved by the Office of the Provost **PRIOR** to the event. Departmental staff meetings/lunches with only state employees are prohibited by the Provost. These types of activities can be paid from the department's Foundation account. Once approved, the completed and signed form should be submitted with the receipt(s) (depending on the method of payment P-Card or requisition) to Procurement Services.

Off-Campus Official Functions – Service Departments

Food purchased for off-campus functions for Service Departments must be approved by the department head **PRIOR** to the event. Once approved, the completed and signed form should be submitted with the receipt(s) (depending on the method of payment P-Card or requisition) to Procurement Services.

Food forms are not required for the following purchases. The function must be documented on the method of reimbursement/payment.

- Classroom experiment food
- Coffee & supplies for University guests only
- Candy for community fairs, recruitment trips and other University functions must have prior approval (via email) from the Director of Procurement Services. Candy for the department is not allowed.

On Campus Vendor Purchases

The following vendors are established in Banner Finance:

- A-State Bookstore Follett
- A-State Convocation Center
- A-State Parking Services
- A-State Printing Services
- Cooper Alumni Center
- Arkansas State University Police
- ASU Publications and Creative Services
- Sodexo Inc (Dining/Catering Services)
- Facilities Management

Important Information:

- The servicing department **will not begin** the order until they receive the PO from Procurement Services.
- The department must request a change order if the purchase order amount changes after the order is processed.

A-State Bookstore Follett

Vendor ID – 50005993

<http://www.bkstr.com/arkansasstatestore/home/en>

**The p-card may be used at the Bookstore. To order using your p-card, send a faxed request to 972-2201. The Bookstore staff will prepare your order and have it ready for you to pick up.

1. Initiate an online non-confirming requisition to ASU Bookstore/Follett.
2. Enter the following in Document Text:
 - Contact person.
 - Department contact phone number if different than initiator.
3. Override the default Commodity Code description with the specific description and item number of the product being ordered.
4. Any additional information for line items should be entered in Item Text.
5. Enter quantity and amount.
6. Use Tax Group 'U'.
7. Procurement will process the requisition and complete a purchase order. Procurement will send a fax copy to ASU Bookstore/Follett and an email attachment to the requesting department.
8. Once the event has occurred or goods delivered, the requesting department must receive the items in Banner.

A-State Convocation Center

Vendor ID – 50005471

<http://www.astateconvo.com/booking.php>

Use the following Commodity Codes: Room Rental – 97167 and Meals - 96117

1. Initiate an online confirming requisition to ASU Convocation Center.
2. Override the default Commodity Code description with the specific description and item number of the product being ordered.
3. Any additional information for line items should be entered in Item Text.
4. Enter quantity and amount.
5. Use Tax Group 'P'.
6. Procurement will process the requisition and complete a purchase order.
7. Procurement writes the PO number on the requisition, and then forwards the requisition and back-up documentation to Accounts Payable for payment.

A-State Parking Services

Vendor ID: 50185055

<https://www.astate.edu/a/parking/event-parking/>

1. Department completes and submits the Event Parking form:
<https://www.astate.edu/a/parking/event-parking/event-parking-form.dot>
2. Parking Services will send a confirmation via email
3. Department submits and approves requisition (attaches copy of confirmation)
 - a. Use the following Commodity Code: 96356 Parking Placards and Permits
 - b. Select from the Commodity Descriptions below. Enter the Prices in the Amount field.
 - Parking Permit Event - \$1.00/day
 - Surface Parking Daily Set Up Fee - \$15.00/each per 50 spaces
 - Surface Parking Daily Per Space Fee - \$1.00
 - Deck Parking Daily Set Up Fee - \$25.00/each per 50 spaces
 - Deck Parking Daily Per Space Fee - \$3.00
 - Hooded Meter - \$1.00/day
 - Hooded Meter Set-up Fee - \$15.00/day
 - Departmental Placard Permit - \$70/year
 - c. Document Text: Line 10: Confirmation number from electronic invoice
4. Procurement creates purchase order and forwards to Parking Services
5. Parking Services provides permits and submits Invoice to Accounts Payable (AP)
6. Department receives goods/services
7. AP enters invoice and processes payment

8. AP deposits check at Cashier's Office
 - d. Event and Departmental Placard Permits 320150-411002-564100-3660
 - e. Reserved (Coned) Spaces in North Parking Deck 320150-411002-564200-3660
 - f. Reserved (Meters/Coned) Spaces in Surface Lot 320150-411002-564200-3660

Departments may also complete a requisition for a Blanket PO for multiple requests throughout the fiscal year. Please contact Procurement Services at 972-2028 for more information.

A-State Publications and Creative Services

Vendor ID 50186110

<http://www.astate.edu/a/marketing/pcs/>

1. Request quote from Publications and Creative Services.
2. Initiate a confirming requisition.
3. Enter Vendor ID 50186110.
4. Enter the contact person and phone number in the Document Text block if different than initiator.
5. Enter Commodity Code 96677.
6. Override the default Commodity Code description with the specific description of the work requested.
7. Use Tax Group 'NT'.
8. Enter quantity and amount.
9. Write the requisition number at the top of the quote. Email or fax a copy of the quote to procurement@astate.edu or 972-3834.
10. Procurement will process the requisition and complete a purchase order.
11. Procurement will send a fax copy to the department and an email attachment to the initiator.
12. Once the event has occurred or goods delivered, the initiator must receive in Banner.
13. Creative Services will send the invoice to Accounts Payable where the payment will be processed.

A-State Printing Services

Vendor ID 50007261

<http://www.astate.edu/a/printing-services/orders-prices-estimates/>

Example: Click on Services>Business Cards

1. Use the Printing Services brochure to obtain the item description and amount.
2. Initiate a non-confirming requisition.
3. Enter Vendor ID 50007261.
4. Enter Commodity Code 96677.
5. Enter the specific description and item number for each item.
6. Any additional information for line items should be entered in Item Text such as letterhead information, business card name and information.
7. Use Tax Group 'NT'.
8. Enter quantity and amount.
9. Enter the contact person and phone number in the Document Text block if different than initiator.
10. Complete the proof form and obtained required signatures. Write the Requisition number on the form.
11. Once the requisition has been approved, fax the printing sample to ASU Printing Services at 972-3328.
12. Procurement will process the requisition and complete a purchase order. Procurement will send a fax copy to ASU Printing Services and an email attachment to the initiator.
13. Once the event has occurred or goods delivered, the initiator must receive in Banner
14. Printing Services will send the invoice to Accounts Payable and Accounts Payable will process the payment.

Arkansas State University Police

Vendor ID: 50543592

<https://www.astate.edu/a/police/>

1. Department contacts Jarrod Long at 972-2705 to schedule services.
2. Department submits and approves requisition.
 - a. Vendor ID: 50543592
 - b. Commodity Code: 99044 Event Security (711701 Other Expenses and Services)
 - c. Commodity Description: Event Security for (Event Name and Date)
3. Procurement creates purchase order and forwards to University Police (UPD).
4. UPD provides service and submits Invoice to Accounts Payable (AP).
5. Department receives service and AP enters invoice and processes payment.
6. AP deposits check at Cashier's Office into 110000-415602-711702-1720.

Cooper Alumni Center (ASU Alumni Association)

Vendor ID 5006182

<http://www.astatealumni.org/s/1531/17/interior.aspx?sid=1531&gid=1&pgid=333>.

1. For rate information, please contact the ASU Alumni office at alumni@astate.edu or call 870-972-ALUM (2586) to make an appointment for a visit.
2. Initiate a confirming requisition.
3. Enter Vendor ID 50006182.
4. Enter the contact person and phone number in the Document Text block if different than initiator.
5. Enter Commodity Code 97167.
6. Override the default Commodity Code description with the specific description of the rental information.
7. Use Tax Group 'NT'.
8. Enter quantity and amount.
9. Write the requisition number at the top of the quote if provided. Email or fax a copy of the quote to procurement@astate.edu or 972-3834.
10. Procurement will process the requisition and complete a purchase order.
11. Procurement will send a fax copy to the department and an email attachment to the initiator.
12. Once the event has occurred or goods delivered, the initiator must receive in Banner.
13. Cooper Alumni Center will send the invoice to Accounts Payable where the payment will be processed.

Sodexo Inc

Vendor ID 50005351

<http://www.astate.edu/a/dining/catering/>

Catering Orders:

1. Create your order and select payment type “credit card” for p-card or “check” for requisition. Once the order is submitted, you will receive an invoice via email from Sodexo.

P-Card Orders: Attach the invoice sent via email to the p-card log

Requisition Orders:

2. Initiate a non-confirming requisition.
3. Enter Vendor ID 50005351.
4. Enter the contact person and phone number in the Document Text block if different than initiator.
5. Enter Commodity Code 96117.
6. Enter the Name and Date of the event and the Order Number in the Commodity Description. Do NOT itemize all of the items in the commodity block.
7. Use Tax Group ‘P’.
8. Enter ‘1’ in the Quantity field.
9. Enter the Total Amount from the event contract (including taxes).
10. Write the requisition number at the top of the invoice received from Sodexo via email.
11. Sign the invoice and email back to Sodexo and cc: procurement@astate.edu.
12. Procurement will process the requisition and complete a purchase order. The PO will be sent to Sodexo and the initiator.
13. Once the event has occurred or goods delivered, the initiator will receive in Banner.
14. Sodexo will send the invoice to Accounts Payable.
15. Accounts Payable will process the payment.

Facilities Management

Vendor ID: 50545085

Sign Shop

- Commodity code: 08030 – Facilities Management Sign Shop Supplies
- Account Code: 711311 – Other Supplies and Materials
- Address Type: PO Sequence 4

Move Crew

- Commodity code: 96255 – Facilities Management Moving Services
- Account Code: 711701 – Other Expenses and Services
- Address Type: PO Sequence 2

Warehouse/Central Receiving

- Commodity code: 64565 – Facilities Management Warehouse Supplies
- Account Code: 711302 – Office Supplies
- Address Type: PO Sequence 5

Zone Maintenance

- Commodity code: 91041 – Facilities Management Zone Maintenance
- Account Code: 710401 – Bldgs and Grounds Repair and Maint
- Address Type: PO Sequence 6

Projects

- Commodity code: 91042 – Facilities Management Projects
- Account Code: 710401 – Bldgs and Grounds Repair and Maint
- Address Type: PO Sequence 3 OR PO Sequence 9 for Construction Projects

Lock Shop

- Commodity code: 91043 – Facilities Management Lock Shop
- Account Code: 710401 – Bldgs and Grounds Repair and Maint
- Address Type: PO Sequence 1

Landscape

- Commodity code: 91044 – Facilities Management Landscape and Grounds
- Account Code: 710401 – Bldgs and Grounds Repair and Maint
- Address Type: PO Sequence 7

Planning, Design, Construction

- Commodity code: 91045 – Facilities Management Planning, Design, Constructi
- Account Code: 710401 – Bldgs and Grounds Repair and Maint
- Address Type: PO Sequence 9

1. Request a quote via email from servicing department in Facilities Management.
2. Initiate a non-confirming requisition.
3. Enter **Vendor ID** and select the appropriate **PO Address Type** for the servicing department.
4. Select Document Text from the Related menu and enter the following:
 - a. Enter the name of the servicing department employee that provided the quote.
 - b. Enter the contact person, phone number, email address, and location (building and room).
 - c. For signage enter "List of names provided with backup".
5. Enter **Commodity Code** from the list above.
6. Enter the specific **Description** beginning with a noun (Example: Paper copy 8.5x11-10 reams).
7. Select Item Text from the Related menu to enter additional information about the commodity.
8. **Tax Group 'NT'** is defaulted in, do not change it.
9. Enter the **Quantity**.
10. Enter the **Amount** from the quote.
11. Repeat steps 5-10 for each additional item. Each item will need a separate Commodity record.
12. Write the requisition number at the top of the quote received from Facilities Management via email.
13. Send the quote to procurement@astate.edu.
 - a. For Sign Shop purchases include a list of the names to be placed on the signage with the backup to Procurement.
14. Procurement will process the requisition and complete a purchase order. The PO will be sent to Facilities Management and the initiator.
15. Once the servicing department provides the goods or services the Work Order Center submits a work order as an Invoice to the department and Accounts Payable (AP).
16. The initiator will verify the Invoice information and process a receiving document for the item(s) in Banner.
17. Accounts Payable will process the payment to pay the servicing department in Facilities Management.

For any Facilities Management related questions, please contact the Work Order Center at x2067.

For any Procurement related questions, please contact Procurement Services at x2028.

Technology Accessibility Standards

The State of Arkansas is required to comply with the provisions of Arkansas Code Annotated §25-26-201 et seq., as amended by Act 308 of 2013 the Government-wide [Section 508](#) Accessibility Program prior to procuring a technology product or when soliciting the development of such a product. Arkansas Code §25-26-201 expresses the policy of the State to provide individuals who are blind or visually impaired with access to information technology purchased in whole or in part with state funds.

Operating Procedure [05-46--Information Technology Purchases](#) sets out the requirements for all technology purchases. Departments are responsible for obtaining a Voluntary Product Accessibility Template (VPAT) from the vendor and submitting the required documentation for review prior to the procurement of such technology.

VPAT Review Process:

1. Complete the [Technology Accessibility Assessment Form](#)
2. Obtain the [Vendor's VPAT form](#)
3. Obtain a demo of the product
4. Download appropriate [testing software](#)
5. Perform a self-check and complete the appropriate VPAT Checklist:
 - a. [Software Testing Checklist](#)
 - b. [Web Site Testing Checklist](#)
6. It is recommended to research other comparable products and test for accessibility if selected product is not accessible
7. To request an exemption, complete the [VPAT Exemption Form](#)
8. Submit all forms and information to download a demo or site link to vpat@astate.edu or hand deliver to the Administration Building - Office of Finance
Attn: Eric Jones

Once the product has been approved for accessibility, the department may submit a Banner requisition to Procurement Services.

For more information, please call 972-2005.

Information Technology Purchases

Information Technology Services
972-3033
itshelpdesk@astate.edu

Software Purchases

- Request quote from Justin Walker, jkwalker@astate.edu.
- Follow the VPAT process and submit non-confirming requisition.

Audio/Visual, Cisco Desktop Phone, and Digital Signage Purchases

- Contact David Engelken, dengelken@astate.edu

Cell Phone/Mobile Device Purchases

- Contact Leigh Anne Hall, lahall@astate.edu

Dell Purchases

- Request an equote from Shane Johnston, shanej@astate.edu. The link to the [Dell Store](#) is on the ITS home page.
- Use the equote to initiate a non-confirming requisition. The VPAT is not required.
- Enter Vendor ID 50005425
- Enter the appropriate [commodity codes](#):
 - 20701 Computer Supplies (711306-Computer Related Supplies)
 - 20401 Non Capital Computers and Laptops (711307-Non-Capital Computer Equipment (<\$5,000))
 - 20402 Capital Personal Computer (730800-Capital Computer Equipment (>=\$5,000))
- Override the default commodity code description with the description from the quote
- Do not override the default Tax Code 'U'
- Enter the following in [Document Text](#):
 - Line 10: SP-16-0019
 - Line 20: Equote number
- Procurement Services will process the requisition and complete a purchase order. The department initiator will receive a copy of the PO by email.
- Once the items have been delivered or picked up, the initiator should receive the items in Banner. When the order is incorrect, the initiator should contact Accounts Payable at 972-2315.
- Accounts Payable will process the invoice and mail the check.

Apple Purchases

IT Store, Wilson Hall

Store Hours: Monday – Friday 8:00 a.m.-5:00 p.m.

972-3500

P-Cards may be used for purchases EXCEPT for computers, laptops, and tablets. Departments who do not have a P-Card must initiate a requisition.

Departmental Procedures

1. Request a quote from Heather Boothman, hboothman@astate.edu.
2. Enter a non-confirming requisition
3. Enter Vendor ID 50405609
4. Enter the appropriate commodity codes:
 - a. 20701 Computer Supplies (711306-Computer Related Supplies)
 - b. 20401 Non Capital Computers and Laptops (711307-Non-Capital Computer Equipment (<\$5,000))
 - c. 20402 Capital Personal Computer (730800-Capital Computer Equipment (>=\$5,000))
5. Override the default commodity code description with the description from the quote
6. Do not override the default Tax Code 'U'
7. Enter the Quote Number in Document Text.
8. Procurement Services will process the requisition and complete a purchase order. The department initiator and the IT Store Manager will receive a copy of the PO by email.
9. Once the items have been delivered or picked up, the initiator will need to review the invoice from the IT Store and receive the items in Banner. When the order is incorrect, the initiator will need to contact Heather Boothman at 972-3500.
10. Accounts Payable will process the payment

Other Purchasing Methods

Finance Forms: <http://www.astate.edu/a/finance/forms/index.dot>

Postage Meter Form

This Form is utilized to mail packages through the Mail Center

IDT

The Interdepartmental Transfer Form (IDT) is used to purchase items from on campus vendors that are not set up in Banner Finance.

Expense Transfer Form

This form is to transfer funds from one department to another for expenses incurred

Budget Transfer form

Most transfers are initiated through Banner Self Service or Internet Native Banner. The paper form is used to request foundation transfers or revenue transfers.

US Bank Cards - P-Cards, T-Cards, and Department Cards

Contact Nanya French in Procurement Services at 972-2028.