

**PURCHASING POLICIES**

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A. Purchasing Policy - General

All college purchases shall follow in accordance with applicable state laws and in a business manner reflecting favorably on this institution.

The responsibility for the implementation of procedures to accomplish this policy belongs to the Vice Chancellor for Business Services.

The Board directs the development of an appropriate approval procedure, ensuring the review of all purchases by the appropriate division/dean prior to any obligation incurred on the part of the College.

The Board further directs the review of that all purchases for compliance with state laws and procedures prior to spending being incurred.

The Board further resolves the adoption of the Department of Finance and Administration Office of Accounting's Financial Management Guide as the college's official accounting procedures manual. UA Cossatot will implement the procedures therein for requisitions, purchase orders, payment approval and processing, travel allowance reimbursements, etc.

Additionally, state purchasing procedures and laws as contained in the Office of State Procurement Law and Regulations Manual shall serve as the standard operating procedures for UA Cossatot in the procurement of goods and services. The college shall issue Purchasing Standards and Guidelines to all employees of the college for guidance during the purchasing process. Included in these guidelines is information on proper Contracting Authority, the Procurement Process, Dollar Thresholds for Signatures, Gratuity and Kickbacks, and Violations of the procedures. It is a breach of ethical standards for an employee of the college to accept a gratuity or any other type of kickback in connection with a decision during the procurement process that would influence the outcome of the purchase and allow the employee to personally gain from the transaction. Any acceptance of these gratuities or kickbacks by a college employee is grounds for immediate dismissal.

B. Promotional Items

Merchandise with monetary value given to recipients as a means to promote a particular program or institutional goodwill is a promotional item. The item may or may not identify the program or institution. The specific identification and approval by the funding agency of promotional items is necessary, whether it is the college or an outside agency supporting the college. The administrator in charge of the specific program or institution must verify authorization of the promotional item by the funding party and ensure it meets the funding agency's rules, regulations, guidelines, or statutes. Any unauthorized purchases of

promotional materials shall constitute misuse of college/agency funds with appropriate disciplinary action.

The Director of Marketing shall review all purchases of promotional materials prior to approval by the Chancellor.

#### C. Printing Services and Items (Amendment 54 Items)

Printing is a service that requires special purchasing procedures. These procedures are strictly governed by Arkansas Law and the Office of Procurement. All Amendment 54 items must be bid no matter what the amount of the requested purchase. Exceptions to the bidding process for these services and items are use of state contracts, printing in-house, or use of printing services by another state agency.

#### D. Emergency Purchasing

Emergency procurements means the acquisition of commodities or services, which if not immediately initiated, will endanger human life or health, state property, or the functional capability of a state agency. In accordance with State Purchasing Laws and Regulations, the college shall establish and maintain an Emergency Purchasing Plan and procedures of which to adhere.

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#### **Policy History:**

July 7, 2014  
March 26, 2012  
January 1, 2011  
January 25, 2010  
November 19, 2007  
May 23, 2005  
July 30, 2001

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**PROCEDURE: 330-1**

#### **PURCHASE REQUISITIONS/ORDER PROCEDURE**

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Procedures:

1. Employees in various departments are responsible for requesting goods and services for their respective department use. All purchase requests should be budgeted prior to the request.
2. The department requisitioning goods or services must complete a Purchase Requisition/Order form by filling out the date, department name and department number, description of item(s) being requisitioned, quantity of item to be purchased, approximate price, vendor name (if known) and address, delivery instructions, and any other written instructions that the Business Office may need.

3. The employee completing the Purchase Requisition must sign as the originator.
4. Purchase Requisitions may need two, three, or four signatures depending on the amount of the requisition. Dollar Thresholds are as follows:
  - a. Purchase Requisitions/Orders for \$250.00 or less: at least two signatures, including one of either the Chief Fiscal Officer or Chancellor/Vice Chancellor.
  - b. Purchase Requisitions/Orders for \$500.00 or less: at least three signatures, including one of either the Chief Fiscal Officer or Chancellor/Vice Chancellor.
  - c. Purchase Requisitions/Orders for more than \$500.00: all four signatures required, including the Chief Fiscal Officer and the Chancellor or designee.
5. Upon approval by the appropriate signature authority above, the Purchase Requisition is sent to the Purchasing office.
6. Upon receipt of the Purchase Requisition, the Purchasing office checks signatures, descriptions, estimated costs, delivery information, etc. Some types of purchases may have mandatory state of Arkansas contracts that must be utilized. If the vendor is deemed appropriate and the amount does not exceed state laws governing small purchases for less than \$10,000.00 and is not a contract for professional or technical/general services, then the Purchasing office will process the Requisition giving it an official Purchase Order number. (For Purchase Requisitions exceeding \$10,000.00 or involving contracts for services, see other appropriate procedures.)
7. A copy of the Purchase Order will be returned to the originator. The originator may place the order at this time or have the Purchasing office place the order for them. A copy of the purchase order is also given to maintenance for the receiving of any goods ordered.
8. A department may ask for a change or cancellation to an outstanding purchase order. Please notify the Purchasing office in writing for any such change. If the requested change does not transform the Purchase Order from a small purchase as described above, and the vendor can comply with the requested change, then the change may be approved by the Chief Fiscal Officer or Chancellor or designee.
9. See UA Cossatot's Purchasing Standards and Guidelines for more detailed information on the Purchasing Process.

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**Procedure History:**

June 15, 2016

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**PROCEDURE: 330-2**

**PURCHASES OF GOODS REQUIRING COMPETITIVE QUOTE BIDS**

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Procedures:

1. Purchases of goods totaling more than \$10,000, but less than \$50,000 will require a competitive bid before a Purchase Order can be authorized.
2. At least three quote bids, either verbal or in writing must be obtained from qualified vendors. Qualified vendors may include vendors with state of Arkansas contracts or Cooperative Purchasing Contracts, or local vendors in some circumstances.
3. A Competitive Bid Summary form with a copy of the written quotes from vendors must accompany the Purchase Requisition/Order form upon submission for authorization.
4. The Vice Chancellor for Business Services will determine whether the bid requirements have been met before an official Purchase Order can be processed.
5. Once requirements are met, the remainder of the procedure for Purchase Requisition/Order forms is followed.

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**Procedure History:**

June 15, 2016

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**PROCEDURE: 330-3**

**PURCHASES OF GOODS REQUIRING COMPETITIVE SEALED BIDS**

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Procedures:

1. Purchases of goods totaling more than \$50,000 will require a competitive sealed bid before a Purchase Order can be authorized.
2. Bids must be posted in newspapers or on a website. A written set of specs for the goods must be available upon request by qualified vendors.
3. A Bid Opening must be scheduled to open received sealed bids. Witnesses must record bids as opened, then they may be examined by employees of the college to determine best value, etc. If bids obtained do not meet specs of the goods needed, then they may be rejected and the bid process repeated.

4. A Competitive Sealed Bid Summary form with a copy of all the written bids from vendors must accompany the Purchase Requisition/Order form upon submission for authorization.
5. The Vice Chancellor for Business Services will determine whether the bid requirements have been met before an official Purchase Order can be processed.
6. Once requirements are met, the remainder of the procedure for Purchase Requisition/Order forms is followed.

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**Procedure History:**

June 15, 2016

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