

## General Purchasing Guidelines

### Policy 410

**410.1 Office supplies.** The state of Arkansas has extensive procedures for purchasing. Many items are on the state contracts. Contact the Office of Purchasing for current information.

#### **(a) Office supplies may be purchased:**

1. Directly from the state contracted vendor, currently Goddess Products, Inc. and Government Supply Services

To order online from Goddess Products, Inc./ Office Depot go to:

[www.goddessproductsinc.com](http://www.goddessproductsinc.com)

- Input your username, which will be your SAU login
- Input the password you set up
- Put your items in a cart and submit.
- You can either use your P-Card or submit a purchase requisition.

To order online from Government Supply Services/Staples:

GOVERNMENT SUPPLY SERVICES eDiversity Network can be accessed at [GSS.ediversitynetwork.com](http://GSS.ediversitynetwork.com). Don't forget to bookmark this page for even easier access.

Here is everything you need to log in:

**Account Number:** 1838768ATL

**User ID:** Your user id here

**Password:** Your password link here

(Click this link to start your first session. You will be required to change your password the first time you login.)

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2. From the University Bookstore.
  3. Anywhere office supplies are sold
  4. Additional information on office supplies can be obtained from the Office of Purchasing at 4017.

## **410.2 Other purchases.**

For all other purchases (supplies, services, or other items including software or software licenses), **submit an electronic purchase requisition through the DPS purchasing system** for approval before any item is ordered.

### **Purchase requisition forms must include:**

1. Date of purchase request.
2. Department and account number to be charged.
  - If the request is rejected in the DPS system due to lack of funds, a budget transfer request must be submitted in DPS to move funds into the deficit account.
  - Contact the Office of Purchasing for more information.
3. Quantity and description of items requested.
4. Unit cost and total cost.
5. Name and correct address of vendor from which the purchase is to be made.

The DPS system will forward the purchase requisition to the appropriate approver.

## **410.3 Bidding requirement limits on purchasing authority**

**(a) Purchases not exceeding \$20,000** should be made using comparative shopping to obtain the best price for the University

1. Purchases that exceed \$20,000 and are less than or equal to \$75,000 must follow competitive bidding procedures
  - Department must include a quote bid from at least three vendors.

Catalogs and or internet searches may be used for quoting prices.

- Quote sheets may be obtained on the SAU website at <https://web.saumag.edu/financial-services/purchasing>.
- Quotes should be in written form from the vendor to prohibit changes in prices.
- The quote sheet and supporting documentation is to be submitted with purchase requisitions via slot mail, or the documentation can be scanned and e-mailed.

**(b) Purchases exceeding an estimated purchase price of \$75,000** require formal sealed bids. Specifications must be submitted to the Office of Purchasing for the items requested along with suggested vendors. Please include the actual and e-mail address of each vendor.

The Office of Purchasing will advertise and bid these purchases, and request approval of the bid results from the person submitting the request.

**(c) Any item on a mandatory state contract** must be purchased from the state chosen vendor. A complete list of vendors can be found at

<http://www.dfa.arkansas.gov/offices/procurement/contracts>.

**(d) Computer related purchase orders** (hardware or software) must be reviewed by the University's Department of Technology Services and approved before submission to the Office of Purchasing.

1. When submitting a purchase request for technology, an X must be placed in the Technology Purchases box in order to route the purchase request to Technology Services for approval.

2. Before any technology purchase may be authorized or approved, the vendor must certify that the item being purchased is capable, either by virtue of features included within the technology or because it is readily adaptable by use of other technology, that the technology is accessible by a person with visual impairments.

**(e) Printing requests must be submitted** to the Communication Center, prior to processing through DPS, for approval before a purchase request can be submitted. **All printing must be bid.**

**(f) Equipment to be connected to building utilities and/or installed by the Physical Plant** must have approval by the Physical Plant prior to purchase.

#### **410.4 Other Requirements/Recommendations**

**(a) Some purchases may require a contract** with a vendor or provider of services. If so, the contract must be approved by the president.

**(b) Flowers can be purchased for official functions** but not for office or personal use. The president must designate official functions prior to processing a purchase request.

**(c) Equipment purchased for office use** such as small office refrigerators and coffee pots may be purchased using the departments supplies and services account.

**(d) Award plaques, prizes, etc., can be purchased for students but not faculty or staff members.** The SAU Foundation, with the president's approval, may purchase awards for faculty and staff.

(e) **Invoices must be charged to Southern Arkansas University**, Magnolia, and submitted to the Accounts Payable Department with a copy of the signed purchase order indicating:

- Items have been received
- Approval to Pay

(f) **A purchase order number is to be issued prior to an order being placed.** Violation of this policy could result in a payroll deduction for the unapproved purchase.

(g) **All student group meals and other approved group meals** must be purchased from SAU's contracted food service vendor if occurring during normal operating hours, unless written prior approval is obtained from the food service vendor.

**Modified: Effective May 1, 2019**