

Procurement Services FAQ

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Where to order Office Supplies

Office supplies are no longer on a mandatory state contract. Procurement Services encourages using the preferred cooperative contract at Staples for office supply purchases. P-Cards can be used at the Office Depot store.

GSS/Staples, Inc:

- GSS is a minority E & I Cooperative (CNR-01373) office supplier for ASU

Office Depot, Inc:

- Office Depot is a State Contract (SP-19-0069) office supplier for ASU
- Link to order: <https://business.officedepot.com/>
- [Ordering Guide](#)
- [Welcome Guide](#)

Food Purchases Procedures

Food Purchase Requests:

Departments must complete the Food Purchase Request form when using state funds to purchase food. The form is to be used for food purchases, for both on or off campus, events not provided by Sodexo, Inc., our Dining Services vendor. The form is not required when food is purchased using A-State Foundation or Student Agency funds.

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

Sodexo **must** be used to cater the event when the event is held on campus.

On-Campus Official Functions

- Food purchased for an on-campus function must be purchased through Sodexo, Inc.
- In the event, Sodexo is unavailable, the Food Purchase Request Form must be approved by Sodexo, Inc., **PRIOR** to ordering from an off-campus vendor.

Required Approvals

- All food purchase requests for off-campus official functions must be approved by Sodexo, the department head, chair, dean, and vice chancellor **PRIOR** to the event.

[Food Purchase Request Form](#)

Sodexo Signature is NOT required on Food Form:

- Candidate Interview meals
- Donor meals
- Official Recruit meals
- Food purchases provided by Sodexo
- Classroom experiment food
- Coffee/WATER & supplies for University guests only
- Candy for community fairs, recruitment trips, and other University functions.

*Candy for the department is not allowed.

- Meals outside of Jonesboro

Sodexo Signature Required on Food Form Prior to Event

- Food purchased for an off-campus official function in Jonesboro
- Food purchased for an on-campus official function where Sodexo is unable to provide meal.
- Athletic Team meals

For more information on official functions categories, see Operating Procedure 05-09 and the Food Purchase Request form on Procurement Services' web site.

Denying a requisition or budget transfer

To Deny a Requisition or Budget Transfer

Note: Initiators can deny their own requisitions until the last person in the approval queue approves it.

1. Click on the Self-Service Banner (SSB) icon in [myCampus](#).
2. Click on the Finance menu.
3. Click on the Approve Documents link.
4. Click Submit Query.
5. Click on the Disapprove link for the document that needs to be denied.
6. Click on the Disapprove Document button. Once this is done you will receive an e-mail stating the document has been disapproved. You can now login to Internet Native Banner (INB) and make corrections or delete the document.

Finding a lost requisition

If you have been timed out in the middle of processing a requisition and forgot to write down a requisition number, please use the following steps to find your lost requisition.

1. In Banner, go to **FPIREQN**
2. Click on the arrow beside the word Requisition (leave the requisition field blank).
3. When the screen opens, click on the Enter Query icon to erase all the fields.
4. Tab over to the field Requestor Name and type in the wildcard (%), the last name of the initiator and then the wildcard (%) again.
5. Tab over to the Request Date field. Type in the date the requisition was entered. The date format must be: **DD-MM-YYYY**.
6. Click on the Execute Query icon.
7. When you locate the lost requisition, double click on the requisition number and it will open the requisition for completion.

Processing an on-campus vendor purchase

For instructions please see [On-Campus Purchasing](#).

Technology Purchasing Processes

All technology purchases must be accessible to the visually impaired. This includes new technology purchases and software renewals.

A VPAT (Voluntary Product Accessibility Template) on most purchases will be required to verify the purchase is compliant with Arkansas law.

***The department is not required to obtain a VPAT from a state/cooperative contract items (ex. Dell).

Software cannot be purchased via the P-Card unless approved in advance to verify that it meets the requirements.

Software Purchases:

- **Technology & Digital Service Purchase Pre-Authorization:** Before purchasing software, departments must submit the [Technology & Digital Service Purchase Pre-Authorization form](#) along with the required documentation.
- **Security Review Process:** The IT Security team will review the submitted software documentation to ensure compliance with university and industry security requirements. The team will also work with the necessary users/departments to address any concerns with the vendor, if applicable.
- **Security Approval:** Once the software is approved by IT Security, the department will be notified and can proceed with the requisition process as per standard operating procedures. Procurement will also be notified of the security approval.
- **Existing Procurement Processes:** Please note that all current procurement processes remain in effect, including those for any purchases or contracts exceeding \$20,000. Departments should contact Procurement at procurement@AState.edu for further guidance on these purchases.

Audio/Visual Equipment, Cisco Desktop Phone, Digital Signage, and TV Purchases:
Contact ITS at 972-3033.

Cell Phone, MIFI and Data Plans (for iPads) - Contact ITS at 972-3033. You may also go to the [Network & Wireless](#) section of the Help Desk ticketing application.

On-Campus Purchasing from ITS Vendor ID: 50554137

1. Obtain a quote from Information and Technology Services.

2. Initiate an online requisition to ASU Information and Technology Services.
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 'P' for services or 'U' for purchases.
7. Procurement will process the requisition and complete a purchase order
8. Procurement writes the PO number on the requisition, and then forwards the requisition and back-up documents to Accounts Payable for payment.

For more information, see the [Information and Technology Services](#) web site

Dell Purchases:

Vendor ID: 50005425

Use the following Commodity Codes:

- 20701 – Computer Supplies
- 20401 – Non-Capital Computers and Laptops
- 20402 – Capital Personal Computer

1. Request an e-quote from Shane Johnston, shanej@astate.edu
2. Initiate an order requisition
3. Override the default commodity code description with the description from the quote
4. Enter the following in Document Text:
 1. Line 1: 4600053723
 2. Line 2: E-quote number
5. Once the requisition is approved, Procurement will process it, place the order at Dell, and complete a purchase order. An email attachment of the purchase order will be sent to the initiator
6. 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

Apple Purchases:

Information and Technology Services

Vendor ID: 50004884

Use the following Commodity Codes:

- 20701 - Computer Supplies
- 20402 - Capital Personal Computer
- 20404 - Non Capital-iPads, Tablets and Cell Phones
- 20401 – Non-Capital Computers and Laptops

1. Request a Apple Proposal from ITS, it_hardware@astate.edu
2. Enter an order requisition.
3. Override the default commodity code description with the description from the Apple Proposal received from ITS.
4. Enter the following in Document Text:
 1. Line 1: 4600055281
 2. Line 2: Apple Contract number 1013697
 3. Line 3: Account number 477550
 4. Line 5: Apple Proposal number
 5. Line 6: Who will this device(s) be for/Who will be responsible for the device(s)
5. Once the requisition is approved, Procurement will process it, place the order at Apple, add it_hardware@astate.edu to the email list, and complete a purchase order. An email attachment of the purchase order will be sent to the initiator
6. Once the items have been delivered or picked up, the initiator receive the items in Banner. When the order is incorrect, the initiator will need to contact ITS.

Please see the following guidelines for all ASU technology purchases:

- [Technology Accessibility \(VPAT\)](#)

Moving Procedures

RELOCATION ALLOWANCE FOR NEW FACULTY AND PROFESSIONAL STAFF

To outline allowable relocation costs and to clarify non-allowable costs:

Arkansas Code 19-4-522 (5) (e) allows the payment of employee moving expenses from state funds by institutions of higher education. Within the fiscal limitations of departmental units of Arkansas State University a dean, director, or department head may pay an amount equivalent to up to 10% of the annual salary in moving expenses for new faculty or professional staff employees. The President, Chancellor, or a Vice Chancellor may authorize payments greater than this amount. The terms of agreement for payment of moving expenses should be included in the letter of appointment. The University's obligation applies to the movement of a "household" and does not constitute a separate allowance to each member of a family employed by the University.

Allowable Costs:

1. Moving the employee's household goods and personal effects.
2. Travel, including lodging but not meals, from the former residence to the new residence. This includes one night of lodging upon arrival at the new home destination. Subsequent nights of lodging are the responsibility of the employee.
3. Since it is often more economical to ship books by parcel post, individuals should investigate this possibility and should keep receipts to submit with their request for reimbursement.
4. If the faculty or professional member elects to move himself/herself (U-Haul, etc.) rather than utilizing commercial movers, receipts should be kept for vehicle or trailer rental charges, gasoline and oil purchases, toll charges, and special labor charges (other than the faculty or professional himself/herself) required in assisting with loading and unloading.

The University does not share in the following costs:

1. Storage of personal effects at either end of the move.
2. Additional insurance coverage over and above than normally carried by commercial moving companies.
3. Moving of household effects and personal books, not professional books, from an address other than the home address from which the individual is moving.
4. Tipping
5. Any subsequent moves from temporary to permanent housing not made within 6 months of the original move, nor agreed to upfront in writing as part of the employment offer.

Move scheduling should be done as soon as possible upon acceptance of employment, within one year from start of employment. Three written moving estimates must be secured for any amounts over \$20,000. Estimates under \$20,000 does not need bidding.

Payment will be made directly to the moving company by the university, or reimbursement for moving household goods and personal effects may be made to the employee, up to the amount authorized for the move. Original receipts are required for all reimbursements.

Procurement Services will not resolve any problems encountered with any moving companies. Regardless of how the employee manages a household move, moving expense payments to vendors of ASU employees must follow University Procedures.

During the move, the moving company may ask for guidance from the employee being moved. The employee being moved must understand that verbal instructions to the moving company may constitute a contract. ASU will not pay for verbal charges outside the written contract, and the employee will be solely liable. The moving employee needs to exercise caution to avoid this personal additional expense. When in doubt concerning a request from the moving company, call Procurement Services at 870-972-2028 for assistance.

THE FOLLOWING STEPS SHOULD BE FOLLOWED WHEN HOUSEHOLD GOODS MOVING SERVICES ARE REQUIRED.

1. Inform your new employee in writing of the allotted amount the department is willing to pay for moving expenses.
2. The new employee must attain three bids for any estimate over the \$20,000 threshold. Estimates under \$20,000 does not need bidding. Once they have received the cost estimates and selected the moving company, they should contact their ASU department with the information. The department should then follow through with an approved requisition to Procurement Services with the following information:
3. Name and phone number of employee moving;
4. Name of contracted moving company and quote number, if applicable
5. Date of move and any pertinent particulars needed to ensure a successful move; Copies of three the estimates (if over \$20,000) or a written quote for submittal (if under \$20,000). The employee should assure that the estimates/quote are within the authorized budget before the move takes place. Any questions should be directed to Procurement Services before the employee signs the contract.
6. Location employee is coming from and moving to.

For moves over \$20,000 please see below:

Contract Vendor: Armstrong Relocation United Van Line

Contact Info: Rob Hurt - RHurt@goarmstrong.com or 800-288-7396

Armstrong will need the following information provided:

- Employee's name
- Phone number
- Email address
- Moving location from and to.

- Lead Time: 10 day or 2 week advance notice
- E&I Contract Number

Minimum Order: 2,100 pounds

Discount: 66%

Fuel Surcharge: Not fixed. Dept of Energy determines monthly.

Armstrong will supply a written estimate not to exceed 10% quote

Insurance:

Full Replacement Value Coverage with NO DEDUCTIBLE is based on \$5.00 x weight of the shipment up to \$100,000 at NO COST

DURING THE MOVE

Armstrong Customer Service Rep: Pam James – 901/547-7392 or pjames@goarmstrong.com

- She will be in contact with the transferee before, during, and after each move.
- Satellite tracking capabilities are installed on all over the road trucks.

Vendor Numbers

50005258	Adidas America Inc
50007261	A-State Printing Services
50007261	A-State Printing Services
50005351	Sodexo Operations LLC
50005351	Sodexo Operations LLC
50005351	Sodexo Operations LLC
50005351	Sodexo Operations LLC
50005351	Sodexo Operations LLC
50264407	Cintas Corporation
50264407	Cintas Corporation
50553930	Breaking Bonds Ministries Inc
50005184	O'Reilly Automotive Stores Inc
50005184	O'Reilly Automotive Stores Inc
50545085	A-State Facilities Management
50212506	Midwest Library Service
50005033	CDW Government LLC
50394560	Canon Solutions America Inc
50394560	Canon Solutions America Inc
50005425	Dell Marketing LP
50005425	Dell Marketing LP
50004771	St Bernards Medical Center
50005286	Elite Graphics LLC
50004770	City Water and Light
50949061	T R Harris Plumbing LLC
50005202	Lamar Companies
50005450	Sherwin Williams Co
50445480	Andy Frain Servs Inc
50005507	Associated Radiologists Ltd
50005609	Summit Utilities Arkansas Inc

50005028	Entergy Arkansas LLC
50305191	MARCK Recycling and Waste Services of NE AR LLC
50305191	MARCK Recycling and Waste Services of NE AR LLC
50310661	Pettus Office Products Inc
50310661	Pettus Office Products Inc
50310661	Pettus Office Products Inc
50310661	Pettus Office Products Inc
50005033	CDW Government LLC
50005355	Jonesboro Winnelson
50624786	In His Wings Ministry
50471314	Howard Technology Solutions
50471314	Howard Technology Solutions
50471314	Howard Technology Solutions
50394560	Canon Solutions America Inc
50394560	Canon Solutions America Inc
50394560	Canon Solutions America Inc
50394560	Canon Solutions America Inc
50394560	Canon Solutions America Inc
50394560	Canon Solutions America Inc
50834906	Robert Ferrilli LLC
50834906	Robert Ferrilli LLC
50834906	Robert Ferrilli LLC
50006116	The Emery Pratt Company
50005550	Pruitt Promotions Inc
50187306	Hugg and Hall Equipment Co
50005489	Arkansas State University System Foundation Inc
50005781	Paragould Communications Inc
50039932	Paul H Brookes Publishing Company Incorporated
50004800	Grainger Inc
50004800	Grainger Inc
50543276	Corinth Coca-Cola Bottling Works Inc
50543276	Corinth Coca-Cola Bottling Works Inc

50543276	Corinth Coca-Cola Bottling Works Inc
50005346	Fisher Scientific Company LLC
50577066	Embassy Suites Hilton Jboro Red Wolf Convention Ctr
50489089	Running Threads LLC
50542384	A to Z Lawncare LLC
50005855	Jonesboro Winair Co
50004884	Apple Inc
50004884	Apple Inc
50004884	Apple Inc
50005505	Dickson Orthopedics PA
50005115	RGB Mechanical Contractors Inc
50005115	RGB Mechanical Contractors Inc
50005115	RGB Mechanical Contractors Inc
50005115	RGB Mechanical Contractors Inc
50005511	Nexair LLC
50005511	Nexair LLC
50005511	Nexair LLC
50005511	Nexair LLC
50005454	Gibson's Sign Mart Inc
50005454	Gibson's Sign Mart Inc
50867186	STM Ground Inc
50185055	A-State Parking Services
50006263	American Paper and Twine Company
50006263	American Paper and Twine Company
50004983	Printing Papers Inc
50005825	Henry Schein Inc
50005825	Henry Schein Inc
50031531	Optimum
50004804	Jonesboro Regional Chamber Of Commerce
50005432	ASU Red Wolves Foundation
50005106	Ritter Communications
50005106	Ritter Communications

50005301	Anixter Inc
50005301	Anixter Inc
50005301	Anixter Inc
50006249	Amazon Capital Services
50554137	ASU Information and Technology Services
50554137	ASU Information and Technology Services
50005558	Airgas USA LLC
Bienali Promotions LLC - 51021711 4imprint Inc - 50209600 Blink Marketing Inc - 50873859 Coles Screen Printing - 51021712 Design Shoppe - 50004981 Elite Graphics LLC - 50005286 Lasting Impressions Promotions Inc - 51021713 Pruitt Promotions Inc - 50005550	

On-Campus Purchasing

For On-Campus Purchasing Instructions click [here](#)