

Procurement Services

Procurement Services' mission is to provide the University with services that effectively and efficiently respond to the campus's operating needs.

Procurement Services' strategic plan is to search for the best quality products and services and at the best price while meeting departmental needs.

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Purchasing Authority

PURCHASING AUTHORITY

All purchases, rentals, leases, lease/purchases, and contract services for Arkansas State University-Jonesboro, regardless of the source of funds, are subject to Arkansas laws, regulations, and procedures, and should be for the official business of the University.

All types of purchases from University accounts are subject to these regulations and procedures and require prior approval from the Procurement Services Department. The Procurement Official is the sole purchasing authority of the University. Purchases not authorized by this authority are not legal obligations of the University.

Purchasing Without Authorization

Any individual making a purchase without proper authority is assuming a personal obligation to the vendor for whom he/she may be held personally liable.

Department Goals

DEPARTMENT GOALS

- To procure all materials and services which meet the quality, quantity and delivery requirements of University departments.
- To obtain the highest value for each dollar spent.
- To foster and maintain good working relationships with campus departments through an understanding of their purposes and objectives.
- To promote the principles of open competitive bidding and impartiality.
- To maintain a high level of professional ethics and integrity.
- To provide potential suppliers with equal consideration of their products and services.
- To foster a high standard of public relations within the University, with vendors and the general public.
- To acquaint faculty and staff with the practices and procedures employed by the Procurement Office.
- To provide information and consultation to faculty and staff relative to products, sources and procurement options available to them.

CURRENT BIDS, LEGAL NOTICE & BID RESULTS

**Procurement Services Department
Legal Advertisement
8-20-2025**

BIDDERS**

Arkansas State University encourages all small, minority, and women owned business enterprises to compete for, win, and receive contracts for goods, services, and construction. We also encourage all companies to subcontract portions of any state contract to minority business enterprises.

This list of bids will be posted on the ASU Procurement Services web site.

Arkansas State University reserves the right to reject any or all bids.

Note: When Arkansas State University-Jonesboro is closed for any reason (i.e. inclement weather, fire or other natural disaster) all bid openings and pre-bid meetings are postponed until the next open & operational work day, and the bid will be opened at the same time stated in the solicitation.

Bidding Information

- Bids, RFP's and RFQ's are posted as they are issued by the University
- Respondents are responsible for checking this website for any addendums.
- If you cannot open a link or the file, contact [Procurement Services](#)
- Arkansas State University reserves the right to reject any or all bids

Sealed bids will be received for the following commodities or services until the time stated below:

[TERMS AND CONDITIONS FOR RFPs](#)

Current Bids & RFPs/RFQs

Bid Number	Commodity	Department	Closing Date
RFQ 26-28	Construction Management Servies for Kays Hall Residence Hall	Planning, Design and Construction	December 19, 2025

Bid & RFP/RFQ Results

Recent Bid Results

***Contact [Procurement Services](#) for copy of results**

2025/2026			
BID/RFP/RFQ Number	Commodity	Intent to Award to:	Closing Date
RFP 26-03	Promotional Items and Clothing for Arkansas State University	4imprint Bienali Promotions Blink Marketing Cole's Screen Printing Elite Graphics Lasting Impressions Pruitt Promotions	August 12, 2025
HSU RFP 26-02	Promotional Items and Clothing for Henderson State University	<i>Pending</i>	August 13, 2025
RFP 26-06	External Communications and PR Strategy Consultant	C. Bahn Strategic Partners	August 5, 2025

2024/2025			
BID/RFP/RFQ Number	Commodity	Intent to Award to:	Closing Date

RFP 25-01	On-Call HVAC Contractor Services	Bernhard MCC Comfort Systems USA (via JOC) DAS HVACR Service LLC RGB Services (via JOC) Upchurch Services	July 31, 2024
RFQ 25-02	Strategic Plan Consultant	Point Heritage Development Consulting	August 5, 2024
HSU RFP 25-01	Promotional Items	CustomXM and 4imprint, Inc	August 14, 2024
RFQ 25-03	Architectural Services for Northpark Plaza	Brackett Krennerich	August 6, 2024
RFQ 25-04	Construction Management Services for College of Veterinary Medicine	Nabholz Construction	August 8, 2024
BID 25-05	Universal Testing Machine/Tensile Tester	No Bids Received	August 13, 2024
RFP 25-06	Chiller Repair Services	Williams Mechanical Services (via JOC) Integrity Mechanical Solutions	September 26, 2024
RFP 25-08	Medical Equipment & Supplies	Southern Home Healthcare Inc	October 17, 2024
HSU RFP 25-03	Lycoming Engine Overhauls	PAC Aviation International Inc	November 13, 2024
RFP 25-10	Technology Support Consultant	Not Awarded	November 21, 2024
BID 25-11	Patient Simulators	Gaumard Scientific Company Inc.	November 18, 2024
HSU RFQ 25-04	Architect Services	SCM and WER Architects	February 3, 2025
RFP 25-15	Proctoring Solution	HonorLock Inc	February 26, 2025
RFP 25-17	Payroll Management Services	Paychex Inc	February 10, 2025
HSU RFP 25-06	Sporting Goods and Athletic Apparel	BSN Sports	April 2, 2025
BID 25-23	Re-Roof of Education-Communications Building	Mid-Ark Roofing	April 24, 2025

BID 25-24	Roof Abatement of Education-Communications Building	Environmental Protection	April 24, 2025
BID 25-25	Re-Roof Student Union Building	Roberts McNutt Inc	April 24, 2025
BID 25-26	Cooling Tower	Etarios	April 17, 2025
BID 25-28	Hydronic Pumps	Fluid Solutions	April 16, 2025
RFQ 25-31	Business and Marketing Services	Bahn Strategic Partners Inc	May 30, 2025
RFP 25-32	Architectural Services for Exterior and Interior Renovations to Kays Hall	WER	June 2, 2025
RFQ 25-37	Architectural Services for Renovations to the Education and Leadership Studies Building for NYIT	Pending	July 17, 2025

2023/2024			
BID/RFP/RFQ Number	Commodity	Intent to Award to:	Closing Date
HSU RFP 24-06	Lease of Single Engine Aircraft (4)	Wings Leasing LLC and Sky High Aviation LLC	July 8, 2024
RFP 24-34	Roofing Contractors	B Four Plied (via JOC) and Jonesboro Roofing Co (via JOC)	May 30, 2024
BID 24-36	Grain Bin Restoration	Olympus Construction	May 21, 2024
RFP 24-35	Centralized Scheduling Software	Coursedog Inc	May 20, 2024
BID 24-25	Janitorial Supplies	Ferguson Enterprises Pettus Office Products Brady Plus Clean Solutions Martin Industries Dispose-N-Save Unipak American Paper & Twine Cambridge Sensors	May 1, 2024
BID 24-30	Grain Bin Restoration	Not Awarded	April 2, 2024
RFP 24-29	Cleaning & Inspections of Hood Systems	Service Tech HVAC Industrial Cleaning	March 28, 2024

RFP 24-24	JOC	JOC General Contractors JOC Sub Contractors	March 27, 2024
RFP 24-23	Suppression Fire Systems	State Systems	March 20, 2024
RFP 24-22	Fire Protection Testing	VSC Fire and Safety	March 19, 2024
RFP 24-21	On-Call Plumbing Contractors	T.R. Harris Plumbing LLC	March 5, 2024
RFQ 24-19	Architects for Veterinary School	Cooper Mixon Architects, PLLC	February 20, 2024
HSU RFP 24-04	Pest Control Services	Legacy Termite and Pest Control	2/1/2024
HSU BID 24-03	Aircraft Engines	Irwin International/ DBA Aircraft Spruce	12/12/2023
RFP 24-14	Legislative Consultant & Federal Appropriations Services	Difficult Run Strategies LLC	11/6/2023
RFP 24-09	Web Redesign	RDW Group - iFactory	October 9, 2023
RFP 24-08	Student Media Recruiting Program	Not Awarded	September 21, 2023
RFQ 24-07	Financial Advisory Services and Related Work	PFM (Capital Debt Financing and debt management related) Huron (All services except capital debt financing) Aarete (All services except capital debt financing) Deloitte (All services except capital debt financing) FORVIS (All services except capital debt financing) First Tryon (All services except capital debt financing)	September 29, 2023
RFP 24-06	Cleaning Cooling Towers	Service Tech of Arkansas	September 14, 2023
BID 24-03	Sousaphones with cases	Taylor Music Inc	August 3, 2023
RFP 24-02	Consulting Services for Economic Impact Study	Parker Philips Inc	August 30, 2023

2022/2023			
BID/RFP/RFQ Number	Commodity	Awarded to:	Opening Date
RFQ 23-46	Architect	Multiple Awarded	June 29, 2023
RFP 23-40	New CMMS System	Accruent - Maintenance Connection	June 21, 2023
RFP 23-30	Moving Services	Smith Moving Company The Moving Company Armstrong Company (large jobs)	July 5, 2023
HSU-RFP 23-02	Lease/Rental of Twin Engine Airplanes	Blue Sky Aviation	May 30, 2023
RFP 23-21	Diploma Credential Solutions	Parchment LLC	May 16, 2023
RFP 23-19	House Rigger and Rigging Services	Cole Entertainment	May 11, 2023
RFP 23-20	Audio and Stage Lighting Services	Sidetraxx Productions	May 10, 2023
RFQ 23-26	On Call Services - Electrical, Mechanical, Plumbing, Fire Protection, Civil, Surveying, Commissioning, Structural, Engineering and Audio/Visual Designers	Contact Facilities Management	April 28, 2023
Systems Office RFQ	Insurance	PBM	5/4/2023
BID 23-31	Grease Pumping/Drain Jetting	Harris Pipe and Line Plumbing	April 27, 2023
BID 23-32	Repair of Refrigerators and Ice Makers	Denver's Refrigeration	April 26, 2023
RFQ 23-25	On Call Architectural Services	Multiple	April 28, 2023
RFQ 23-28	Demolition and Site Renovations	Meadows Construction	April 4, 2023
BID 23-27	Sousaphones	Alamo Music Center	March 20, 2023
BID 23-14	Valves	No Bids	February 28, 2023
RFP 23-12	CMMS Consulting Services	FM360 LLC	November 16, 2022
RFP 23-10	Property for Sale	Pending	October 4, 2022

HSU BID 23-01	Aircraft Engines	Irwin International Inc dba Aircraft Spruce Specialty	September 28, 2022
RFP 23-09	Tents, Tables, Stages and Chairs for Special Events	Artents	September 6, 2022
BID 23-06	Field Marking Robot	Turf Tank	August 17, 2022
RFP 23-03	Aviation Consultant Services	Sales Hangar Flight Ops LLC	July 11, 2022
RFP 23-02	Ticketing & Development System	TicketMaster LLC	August 2, 2022
RFP 23-01	Sign Maintenance, Repair, Replacement, New Signage Design and Project Installation	Gibson's Sign-Mart	August 2, 2022
RFP 23-04	Tents, Tables, Stages and Chairs for Special Events	<i>NO BIDS RECEIVED</i>	August 2, 2022

2021/2022			
BID/RFP/RFQ Number	Commodity	Awarded to:	Opening Date
BID 22-49	Fan Coils	Airtech Corporation	June 8, 2022
RFP 22-46	Enrollment Management Services	Academic Partnerships LLC	May 16, 2022
RFQ	Architects for the Softball Club Sports Complex	<i>Pending</i>	May 17, 2022
RFP 22-40	Laundry Equipment & Services	Caldwell & Gregory LLC	May 2, 2022
BID 22-44	Microscopes	<i>Canceled</i>	April 15, 2022
BID 22-42	Microscopes	<i>Failed Bid</i>	April 7, 2022
BID 22-34	Rental of Ice Machines	Memphis Ice Machine Co.	March 31, 2022
RFP 22-38	Water Treatment Program	Chem-Aqua Inc.	March 23, 2022
BID 22-37	Landscape Services- Hemingway-Pfeiffer Museum	Mowery Lawn Care	March 1, 2022
RFQ	Architects	WER/Kip Ellis	March 8, 2022

RFP 22-32	Hazardous Waste Disposal	TRADEBE Environmental Services LLC	February 23, 2022
RFP 22-31	Consulting Firm for Searches	ZRG Partners	January 18, 2022
RFP 22-30	Investment Advisory Services	Not Awarded	January 19, 2022
RFP 22-25	Comprehensive Campus Landscape Service	BrightView Landscape Services	December 3, 2021
RFP 22-19	Commercial Real Estate Consulting, Development, Marketing and Brokerage Services	Newmark Moses Tucker Partners	September 30, 2021
BID 22-17	Spectrometer	JEOL USA Inc.	September 13, 2021
BID 22-16	Spectrometer	<i>Failed Bid</i>	August 31, 2021
RFP 22-15	Performance Stage	StageRight Corporation	September 21, 2021
RFP 22-07	Astate Promotional Items and Clothing	Pruitt Promotions Elite Graphics Running Threads 4imprint (use code ASTATE10) Blink Marketing Club Colors Buyer LLC	August 24, 2021
RFP 22-06	Enrollment Management Services	CANCELLED RFP	August 16, 2021
RFQ 22-02	Indirect Cost Consultant	Maximus Education	August 5, 2021
BID 22-03	Landscaping Services	US Lawns Arkansas Northeast	July 15, 2021
2020/2021			
BID/RFP/RFQ Number	Commodity	Award to:	Opening Date
21-34	Basketball Court	Connor Sports Floors	June 22, 2021
21-33	Basketball Court	Failed bid	June 7, 2021
21-32	JOC	Multiple Vendors Awarded	June 1, 2021
21-26	Temporary Staffing Services	Andy Frain Services HB Staffing COGENT InfoTech Staffmark	May 19, 2021

21-27	Legal Services	Barber Law Firm, focusing on general legal matters. Friday, Eldredge and Clark LLP, focusing on general legal matters. Wright, Lindsey & Jennings LLP, focusing on general legal matters. Mitchell, Williams, Selig, Gates & Woodyard, P.L.L.C., focusing on general legal matters. Womack Phelps Puryear Mayfield & McNeil, P.A., focusing on general legal matters. Schrantz Law Firm PLLC, focusing on intellectual property matters. Mccandlish Holton, P.C., focusing on immigration matters. Lightfoot, Franklin & White LLC, focusing on NCAA compliance matters.	May 12, 2021
21-29	Insurance Affinity Partnership	Augeo	May 12, 2021
21-23	Video Management Tool	Kaltura	April 29, 2021
21-22	Repair of Food Service Equipment	Hobart	April 28, 2021
21-15	Operation and Management of Virtual Bookstore	Textbook Brokers	March 25, 2021
21-14	Emergency Ambulance and Other Services	Emerson Ambulance Services	March 22, 2021
21-13	Waste Disposal	MARCK	January 12, 2021
21-12	Banking Services	Centennial Bank	December 15, 2020
21-11	Boiler	Jaco Sales	December 1, 2020
21-10	Student Recruiting Media Program	Cox Media Group	November 17, 2020
21-02	REAL ESTATE RESIDENTIAL BROKERAGE AND MARKETING SERVICES	Halsey Thrasher and Harpole Real Estate Group	September 22, 2020

21-08	European Partner Consultation	Cormack Consultancy Group	October 29, 2020
2019/2020			
BID/RFP/RFQ Number	Commodity	Award to:	Opening Date
BID 20-26	Soap and Hand Sanitizer Dispensers	American Paper and Twine	May 19, 2020
RFP 20-23	Event and Temporary Staff Services	Staffmark Andy Frain	March 10, 2020
RFQ 20-18	Sales Tax Consulting and Related Work	Brown Smith Wallace - St. Louis, MO Hogan Taylor - Little Rock, AR Salt Group - Jonesboro, AR	February 4, 2020
BID 20-19	High Efficiency Condensing Fire Tube Boiler	Jaco Sales	January 21, 2020
RFQ 20-17	Legal Services in Mexico	Holman Fenwick Willan USA LLP	January 16, 2020
RFQ 20-16	International Attorney	Baker, Donelson, Bearman, Caldwell & Berkowitz, PC Quarles & Brady LLP	December 13, 2019
RFP 20-15	ESPN +/- Digital Media Services	Niles Media	December 10, 2019
RFQ 20-13	IT Consulting	Constitutio	December 4, 2019
RFP 20-07	Independent External Auditors	Landmark PLC	December 4, 2019
RFQ 20-01	Outside Legal Counsel	Bass Berry and Sims PLC	August 20, 2019
RFP 20-02	Enrollment Management Services	Not Awarded	November 7, 2019
Construction	ON CALL ARCHITECTURAL SERVICES	<u>Multiple Vendors</u>	October 21, 2019
2018/2019			
BID/RFP/RFQ Number	Commodity	Award to:	Opening Date
BID #20	Construction Equipment	Hugg & Hall	June 25, 2019

RFP 19-12	JOC	Various Vendors	May 17, 2019											
RFP 19-11	CHILLER PREVENTIVE MAINTENANCE	Integrity Mechanical Solutions LLC	May 21, 2019											
BID #15	KASU Transmitter	Nautel Limited	April 18, 2019											
BID #12	Microscope	NanolImages LLC	April 2, 2019											
RFP 19-10	Chancellor Performance Evaluation	AASCU-Penson	January 22, 2019											
RFP 19-09	Education Abroad Services	<table><tr><td>CEA Study Abroad</td></tr><tr><td>Selection Travel Study</td></tr><tr><td>SAI Programs</td></tr><tr><td>Campusb Borderless Education</td></tr><tr><td>Education First (EF) Study Tours</td></tr><tr><td>CAPA</td></tr><tr><td>AIFS Study Abroad</td></tr><tr><td>Academic Programs International</td></tr><tr><td>Fellowship Travel International</td></tr><tr><td>International Studies Abroad</td></tr><tr><td>World Endeavors LLC</td></tr></table>	CEA Study Abroad	Selection Travel Study	SAI Programs	Campusb Borderless Education	Education First (EF) Study Tours	CAPA	AIFS Study Abroad	Academic Programs International	Fellowship Travel International	International Studies Abroad	World Endeavors LLC	January 22, 2019
CEA Study Abroad														
Selection Travel Study														
SAI Programs														
Campusb Borderless Education														
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CAPA														
AIFS Study Abroad														
Academic Programs International														
Fellowship Travel International														
International Studies Abroad														
World Endeavors LLC														
RFP 19-08	Interactive Communication Platform	Voice Thread	December 5, 2018											
RFP 19-07	Virtual Campus Tour	Bid Not Awarded	November 1, 2018											
RFP #19-06	Consulting Firm for Searches	Bid Not Awarded	December 12, 2018											
RFP 19-05	Strategic Planning Consultant	The NAPA Group	November 26, 2018											
RFP 19-04	Donor CRM System	Blackbaud	September 7, 2018											
RFP 19-03	ASO PHARMACY	MedImpact	June 25, 2018											
RFP 19-02	Identity Authentication Solution	BioMetric Signature ID	July 10, 2018											
RFP 19-01	ASO MEDICAL	Blue Advantage	June 25, 2018											

2016/2017/2018			
RFP #49	iOS AND ANDROID MOBILE ONLINE COMMUNITY APPLICATION	We Are Few LLC	June 12, 2018
BID #1	Landscape Services	Anderson Landscaping	May 18, 2018
RFP #21	Online Customer Contact Services	NICE inContact	April 25, 2018
RFQ Construction	ON CALL ARCHITECTURAL SERVICES	<u>Multiple Vendors</u>	April 13, 2018
RFP #19	Archives & Special Collections Part 2	Scene Savers	February 20, 2018
RFP #17	Background Screening Services	Sterling Infosystems Inc.	January 23, 2018
RFP #16	Archives and Special Collections Services	Crawford	October 18, 2017
BID #14	Janitorial Supplies	Martin Industrial Services	August 15, 2017
RFP #11	Plagiarism Detection System		August 1, 2017
RFP #10	Emergency Notification System	Rave Wireless Inc.	July 14, 2017
BID #9	Phonathon Management Firm	Wilson-Bennett Technology Inc	June 20, 2017
BID #8	Tree Pruning & Removal Services	Williams Tree Service	May 18, 2017
BID #6	Kitchen & Janitorial Supplies	Martin Industrial Supplies	April 28, 2017
RFP #7	Water Treatment Program	Chem-Aqua	April 28, 2017
BID #5	Tree Pruning & Removal Services	Rejected - Rebid	April 20, 2017
RFP #44	Efficiency and Transformation Review	Huron Consulting	April 20, 2017
RFP #43	Campus Cable TV	Apogee	April 13, 2017

RFP #38	Legal Services	Barber Law Firm focusing on real estate and general legal matters. Friday, Eldredge and Clark, LLP focusing on general legal matters. Lightfoot, Franklin, White LLC focusing on NCAA matters and compliance. Ogletree Deakins, focusing on immigration matters. Schrantz Law Firm PLLC, focusing on patents, trademarks, copyrights and intellectual property matters. Wright, Lindsey & Jennings LLP, focusing on general legal matters. Womack Phelps Puryear Mayfield and McNeil, P.A. focusing on bankruptcy matters and general legal matters.	April 7, 2017
BID #4	Suppression Fire Systems Testing & Inspection	State Systems Inc.	April 5, 2017
RFP #34	Water Treatment Program	Rebid on RFP #7	April 4, 2017
BID #3	Cleaning & Inspection of Hood Systems	State Systems Inc.	March 24, 2017
BID #2	Annual Fire Protection Testing and Inspection	Reliable Fire Protection	March 22, 2017
BID #1	Uniforms	G & K Services	March 13, 2017
BID #37	Used Van	Crane Ford	March 13, 2017
RFP #33	Study Abroad Travel Programs	Centro Panamericano de Idiomas (CPI) C.E.P.A. E.F. College Study Tours International Studies (ISA) Select Travel Study Student Universe	February 10, 2017
BID #27	Repair of Refrigeration and Ice Makers	Denver Refrigeration	January 19, 2017

RFP #30	Professional Review of Admissions, Records and Registration Department	AACRAO Consulting	November 30, 2016
BID #26	Grease Pumping/Drain Jetting	Harris Pipe & Line Plumbing	October 25, 2016
RFP #27	Mobile Print Management Solution	Tracsystems	October 25, 2016
BID #25	Patient Simulation Equipment & Supplies	BoundTree Medical LLC	October 21, 2016
RFP #14	Door Access Control Systems	Blackboard	October 11, 2016
RFP #23	Study Abroad Services	Will not be awarded	September 22, 2016
RFP #6	Legal Services for Mexico	Squirre Patton Boggs	September 12, 2016
RFP #21	Wolftracks Yearbook	Josten's Inc	September 7, 2016
RFP #19	Audio/Stage Light Services	ProShow Systems, LLC and Sidetraxx Productions	September 7, 2016
RFP #18	House Rigger and Rigging Services	Cole Entertainment Services	September 2, 2016
RFP #5	Procurement Strategic Plan Development Services	Will Not Be Awarded	August 9, 2016
BID #3	JOC Ordering Contract	Various Vendors Awarded	July 28, 2016
BID #51	Risk Management Consultant & Brokerage Services	Bancorp	June 10, 2016
BID #52	Tractor Lease	Greenway Equipment	May 27, 2016
RFP #43	ASO Medical	Cigna	May 6, 2016
BID #33	Waste Collection, Transportation, and Disposal	Tradebe Environmental Services	March 30, 2016

Campus Credit Card

Procurement Card

WHAT IS A P-CARD?

The State Procurement Card, also known as the P-Card, is a credit card that each department will use to purchase low-dollar, supply items. The P-Card program is designed to help better manage these purchases.

When entering Concur descriptions and comments, please do not use double quotes (“”) when entering a word or phrase, such as “Mentor Monday”.

Also, do not use the pipes symbol (|). The pipes symbol is located on the same keyboard key as the backslash symbol. These symbols cause errors when Concur information is fed over into Banner.

If you have any questions, please contact Mike Smith at 870-680-4230 or mismith@astate.edu.

INSTRUCTIONS AND FORMS FOR P-CARD

- [Approving P-Card Statement Reports](#)
- [P-Card Reconciliation Guide](#)
- [P-Card Delegation Form](#)
- [Pcard Nonallowables](#)
- [PCard Allowables](#)
- [PCard Application](#)
- [Credit Limit Increase Request](#)
- [Gift Card Request Form](#)
- [Student Prize Form](#)

Benefits

P-Cards benefit the departments, the University, and our vendors by allowing easier access to purchases and eliminating the need for a purchase order. The P-Card will be issued to designated,

full-time employees in each department to enhance University and departmental effectiveness and economy of operations.

Grant Accounts

Office of Programs and Grants no longer allows a grant account to be used as the default account for a P-Card. The department must use their supplies and services account as the default account and then reallocate in Concur.

Additional Paperwork Requirements

When processing your monthly P-Card transaction log, additional paperwork is required for the following:

- **Food Purchased from an Outside Source**

- A completed food purchase form must be attached to your transaction log. The P-Card cannot be used for restaurants or catering services, with the exception of Sodexo.

- **On-Campus Events**

- The Food Purchase for On-Campus form MUST be approved by dining services for food can be purchased.

- **Off-Campus Events**

- Use the Food Purchase for Off-Campus form for events held off campus. These purchases must be approved by the Director of Procurement before purchase.

- **Promotional Items**

All purchases for promotional items must be made from a CLC vendor. If the purchase is not made from a CLC vendor the holder is responsible for reimbursement to the P-Card account for the amount of the purchase. This reimbursement must be done with Foundation or other private funds.

- **Individual Membership Fees**

Attach a memo from the Dean signed by the Vice Chancellor or Director approving the membership.

Procurement Services FAQ

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	

Procurement Services FAQ

On-Campus Purchasing

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