

PURCHASING CONTRACTS AND POLICIES:

COMPUTERS, PRINTERS, COMPUTER PARTS

The UofA Computer Store has established a Contract for the purchase of computers and printers. The Computer Store offers value added services through this contract, and therefore **The Purchasing Office strongly suggests campus departments utilize this contract.** If there is a technical or pricing reason why you request to by-pass the Computer Store, you may submit an exemption request in writing to the University of Arkansas Purchasing Department, Attn Whitney Smith wesmith@uark.edu.

Exemption requests should include detailed justification / description and requires approval by the Purchasing Office before proceeding with your purchase elsewhere.

NOTE: Proper processing requires a University Purchase Order or University P-Card.

Be sure to contact the Computer Store for your initial inquiries:

Elizabeth Cunningham, Manager, 5-7961, elias@uark.edu

Jeff Blevins (problem resolution, order status) 5-3335, blevins@uark.edu

Sales Floor 5-5414

Fax 5-5761

Computer Store web site: <http://www.uarkcomstore.com/>

COMPUTERS

The following brands are offered through the Computer Store Contract for PC's, Workstations, Notebooks, Servers, etc. (other non-contract brands are also offered):

Acer

Compaq

Dell

Hewlett Packard

Lenovo/IBM

Mac

Macintosh Systems and Products Departments must purchase all Mac or Apple products through the Computer Store, <http://www.uarkcomstore.com/>

After obtaining a price quotation from the computer store website, <http://www.uarkcomstore.com/>, the department should enter an Internal Requisition (Command "IREQ", Requisition Type "IR"). **Description of the full order should be entered under F9, and should include the following** (refer to the attached handout for step-by-step instructions on how to enter an IREQ):

Quotation number

Brand name / model number

Quantity and price of each item

Requestor Email Address

All accessories (zip drive, printer, cables etc.) that are not included in the quotation should be listed under F9 as well.

NOTE: Computers are allowed to be purchased on the P-Card through the Computer Store as long as the amount does NOT exceed the single transaction limit on your P-Card. Computers are also allowed to be purchased outside of the Computer store on the P-Card after an exemption justification is reviewed and

approved by the Purchasing Office, and again does not exceed the single transaction limit on your P-Card, including tax AND freight. See the following link for further information regarding the P-Card:

<http://pcard.uark.edu/>

NOTE: When a new system is purchased, departments may have Microsoft Software pre-installed on the computer. Otherwise, departments are required to purchase Microsoft Software products through the State Microsoft Select Contract with our contract reseller SHI. Only complete computer systems, servers etc. are covered under the University of Arkansas Computer Store contract.

OPTIONAL STATE COMPUTER CONTRACT:

An optional purchasing route for computers has been established through the Western States Contract Alliance (WSCA-State Agreement). This contract covers desktop, laptop, handheld devices, servers and all hardware, accessories, spare parts and software ancillary to these devices. Any items marketed as a *minicomputer* or *mainframe* will be excluded. Further information is accessible through the Office of State Purchasing:

http://www.accessarkansas.org/dfa/procurement/pro_contracts.html

NOTE: If a department decides against purchasing through either the Computer Store Contract or the State WSCA Agreement, then justification should be provided to the Purchasing Office for review and approval before proceeding with your purchase elsewhere.

PRINTERS

The following brands of printers are offered through the Computer Store Contract:

Brother **Hewlett Packard**
Canon **Xerox**
Epson
Lexmark

After obtaining a price quotation from the computer store website, <http://www.uarkcomstore.com/>, the department should enter an Internal Requisition (Command "IREQ", Requisition Type "IR"). **Description of the full order should be entered under F9, and should include the following** (refer to the attached handout for step-by-step instructions on how to enter an IREQ):

Quotation number
Brand name / model number
Quantity and price of each item
Requestor Email Address

NOTE: An existing Blanket PO set up to the Bookstore is allowed for purchase of printers, if under \$2,500. If exceeding this amount, the purchase must be made through additional means. Printers are allowed to be purchased on the P-Card through the Computer Store as long as the amount does NOT exceed the single transaction limit on your P-Card. Printers are also allowed to be purchased outside of the Computer store on the P-Card after an exemption justification is reviewed and approved by the Purchasing Office, and again does not exceed the single transaction limit on your P-Card, including tax AND freight. See the following link for further information regarding the P-Card: <http://pcard.uark.edu/>

OPTIONAL STATE PRINTER CONTRACT:

An optional purchasing route for printers has been established through the State Printer Contract. This contract covers desktop printers, mainframe printers, large scale printers, and publishing printers that are networked or connected to a server, accessories and software ancillary to these devices. Any items marketed as a *copier* will be excluded. This information is accessible by contacting the Office of State Purchasing, Camber Thompson, Camber.Thompson@dfa.arkansas.gov.

For general questions contact Whitney Smith, wesmith@uark.edu.

COMPUTER PARTS

Purchase of computer parts are subject to the \$5,000 bid limit.

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How to enter an IREQ requisition to the Computer Store:

- 1) After obtaining quote from computer store web-site log in to BASIS.
- 2) Under “Enter an application ID:” enter “UPS”.
- 3) At the command line, enter command “IREQ”, action “A”, Req. type “IR” and press enter.
- 4) Under requisition amount, enter the total dollar amount of all items to be purchased.
- 5) Tolerance will default to 30%, this is for the tax to be charged and a small tolerance.
- 6) Tab to “Vendor ID” and press F1, press enter, then select “U of A Computer Store”, mark with an “X” and press enter.
- 7) Leave customer ID number blank.
- 8) Enter requestor’s name.
- 9) Enter requestor’s phone number.
- 10) Tab to “Ship To”, press F1, type in your Budgetary Unit and press enter, a list of your potential ship-to addresses will appear, select the correct address by marking with an “X” and press enter.
- 11) Enter your cost center number(s), % or amount breakdown, and category.
- 12) Press F9 and enter your text entry. This should include a description of items being purchased (Brand, Model and Quote Name or Number, and Quantity). (Helpful Tip: To start a new paragraph when entering description, press F4, Mark “Start a new paragraph” with an “X” and press F10).
- 13) When finished with description, press F10 to save, this will send you back to the IREQ screen, press enter to validate.
- 14) You will then be asked to “go to screen 2 to validate data there”, press F8 to go to screen 2, enter your total dollar amount in the appropriate category.
- 15) Press enter, F10 to save.
- 16) You will be kicked back to a blank IREQ screen, your IREQ requisition number will be listed above the “Req:” field at the top of the screen (command line), write this number down.
- 17) Enter command “REQT” action “S”, enter IREQ requisition number, press enter and F10 to save.

Your requisition is now submitted and proceeding through the approval chain, it will be turned into a purchase order and faxed to the Computer Store for processing.