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## MESSAGE FROM PROCUREMENT:

Procurement Month was great and we had a blast! Thanks to all of you that reached out to our department during the month of March in observance of Public Procurement Month.

A **special thanks** to Anthony “Tony” DeJarnett and the College of Medicine for the tasty Fajita bar. It was delicious!

We celebrated each week with fun festivities; Mardi Gras, St. Patrick’s Day with the leprechaun and March Madness.

A very special THANK YOU to the entire Procurement Services staff. It’s an honor to lead such a great group.

But the festivities are over and we’re geared toward fiscal year end, June 30th and the July 1st FY20’ beginning. This edition contains information that will answer any questions you may have concerning the closing out of the FY19’.

*Suzanne Leslie*





# Congratulations to our Phenomenal Leader

When most of us are snoozing our alarm clocks in the morning, Suzanne is hard at it in her office. She says she gets a lot done between 5:00 am and 8:00 am.

Suzanne was nominated and selected as one of **UAMS 2019 Phenomenal Woman** recipients award. She's well deserving of it. Congratulations and Thanks Suzanne for being an extraordinary leader.

*Your Procurement Team*

# Welcome



## *Kenneth Butler*

Please join us in welcoming Kenneth Butler to the Procurement Services Team as of April 29th. We are excited to have Kenneth aboard.

# Happy Retirement GARY!



There is so much that can be said about this “**Big Guy**” with the “**Big Heart.**” Gary started here with UAMS in April of 2004, as Buyer, then promoted to Assistant Director of Procurement. He began his succession plan two years ago, moved to Contract Administrator and now riding off into the sunset of retirement with a new bride-to-be.

Gary has been invaluable for so many years to all of us here at UAMS as a source of truth for all things Construction and Computer related! He will truly be missed.

# Congratulations





*“Ethics is knowing  
the difference  
between what you  
have a right to do  
and what is right to  
do...”*

*- Potter Stewart*



## Pre-Approvals

The key to an reimbursement is **Pre-Approval**.

- ◆ Employees requiring the use of personal funds for business expenses must first contact Procurement Services to verify that the procurement is reimbursable under Arkansas law **prior to** initiating an requisition via email to the UAMS Outlook global email name “**Procurement—Pre-Approval Request Only—Official Function/Personal Reimbursement,**” or ProcurementPreApprovalRequestsOnly@uams.edu.
- ◆ The request must explain the reason to expend personal funds and include justification and approval that the procurement is reimbursable under Arkansas law. Pre-Approval helps to eliminate the procurement of items that are not reimbursable.
- ◆ **Please Note: The Pre-Approval email box is for the Pre-Approval of events Only, not contracts and/or agreements.**

## Creating FY20' Frameworks

Procurement Services sent a campus-wide email on May 9th announcing that it was time to begin entering Service Order requisitions for the upcoming 2020 Fiscal Year along with instructions.

- ◆ All Frameworks for Services Orders, requests for the continuance of Blanket Sole Sources, and EL letters must be submitted before June 1st in order to be processed by the FY19' year end.
- ◆ **Remember:** Water or coffee service for Clear Mountain/Premium Refreshment and Nexair for compressed gas will **never require MIGO**, be sure to sign the delivery ticket clearly and save a copy for you records.
- ◆ For water and coffee services, view your quantity usage on last year's PO to determine the quantities you will need for FY20' to prevent adding additional fund throughout the year.
- ◆ Be sure to run **Transaction ZSERVLIM** to view your FY19 spend to estimate the monetary value you will need for your FY20' PO. This will prevent adding additional funds throughout the year.

## P-Card Benefits and Allowable Expenses

The P-Card is more simple, streamlined, fast, and flexible purchasing tool which offers an alternative to the existing purchasing processes and provide an extremely efficient and effective method for purchasing and paying for items that have low dollar amounts or for vendors who do not accept purchase orders. It brings many benefits to you, UAMS and our vendors; fewer checks are issued, the vendor receives their payment quick and depending on the vendor, it brings substantial savings per transactions and rebates to UAMS.

The P-Card enables the Procurement P-Card team to purchase non-restricted commodities, by telephone, fax, Skype, and/or online. The department choice to Skype, etc... should be listed in the requisition header text.

The issuance of the P-Card represents the trust bestowed upon Procurement by the University to protect its assets and integrity. The P-Card team is committed in making sound business decisions in the best interest of UAMS and to always comply with UAMS, and State policies and procedures.

Commodities cannot be purchased with the P-Card.

A list of allowable / non-allowable charges are as follows:

## ALLOWABLE CHARGES

Accreditation Fees  
Advertising Services  
Background Check Fees  
Booth Rentals  
Certifications  
CME/Step 3 study materials  
Exam Fees  
IT Approved Services—Survey Monkey  
(Must have IT approval attached)

Medical Records from another facility  
Online Classes  
Postage  
Professional Licenses  
Services—Conference Group, Eventbrite, etc.  
Shipping—FedEx, UPS...  
Subscriptions  
Webinars

## NON-ALLOWABLE CHARGES

- Personal type purchases of any kind, items (greeting cards, gift certificates, food)
- Printing subject to Amendment 54 the Arkansas Constitution and Arkansas State Procurement Laws.
- Purchases that require an official University signature such as: license, maintenance, and/or software, agreements.
- Split purchase or any form of incremental purchasing.

## Contracts

### Recent Changes in Procurement Law

Effective July 23rd, new legislation will require—Service Contracts Professional or Technical services to be harmonized and streamlined with regard to amounts and reporting requirements.

- \* Those that are in excess of **\$50,000** per year or **\$350,000 over the projected term** will be presented to the Legislative Council, unless there is a justifiable/ approved exemption.
- \* Executed contracts between **\$25,000—\$50,000** will be reported monthly to the Legislative Council.
- \* Term can be written for four (4) years in the initial term and up to a total of seven (7) years (was previously two (2) years for budget biennium).
- \* Performance stands required for contracts that exceed \$1million in a single-year or \$7million over the term.

Vendor Performance Reporting (VPR) was amended so that only underperforming vendors need to be reported.

## Congratulations

*Congratulations* to our own, Jessica Lowder, who “Magnolia Blossom” painting was the judges’ top pick during the Art from the Heart exhibit on April 6th at the Arkansas Arts Center.



## Congratulations

*Congratulations* Tim Steele on your promotion from Medical Buyer to Contract Analyst—Intermediate!

## PROCUREMENT SERVICES

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Email us at: [ProcurementServicesDepartment@uams.edu](mailto:ProcurementServicesDepartment@uams.edu)

Pre-Approval of personal reimbursements/official functions must be emailed to: [ProcurementPreApprovalRequestsOnly@uams.edu](mailto:ProcurementPreApprovalRequestsOnly@uams.edu)

For updated forms and instructions, please visit our website: <http://supplychain.uams.edu/hom/procurement/>