

A **Purchase Request** should be used to request the purchase of needed supplies, equipment, and services, with the exception of office supplies in stock, which can be checked out (and charged to the using department) from the office supplies inventory in Office Supply.

Equipment

All ANC equipment must be tagged. Equipment is defined as any item which costs \$2,500 or more and has a life expectancy of two years or more. Components that cost less than \$2,500 each, but make up a set which costs more than \$2,500 total and has a life expectancy of two years or more may be considered equipment.

Prior to moving any equipment, an **Equipment Transfer Request** must be completed and approved, to maintain the inventory of equipment as required by the State Division of Legislative Audit and the Board of Trustees.

Petty Cash

Employees may make purchases for emergency items from a local vendor if the item is not listed on a Statewide Purchasing contract and the total purchase price is less than \$25. Reimbursement for such purchases may be made through the Petty Cash Fund housed in the Business Office. Receipts for these purchases must be presented for petty cash reimbursements.

A check cashing service for employees only is available for first party personal checks for amounts up to \$50.00.

Employee Discounts – Bookstore

Follett will grant to faculty and staff a discount of 10 percent from regular retail prices on any merchandise regularly carried, except textbooks. A discount will be granted on all sales of \$1.00 or more and will not apply to sale merchandise. (762-0510).

Bidding Thresholds

Bidding requirements vary by the total amount of the purchase and type of procurement:

| | |
|------------------|-------------------|
| No Written Bids | \$0-\$5,000 |
| 3 Written Quotes | \$5,000-\$25,000 |
| Sealed Bids | \$25,000 and over |

Individual items from the same vendor are considered one purchase in determining bidding requirements.

Gas Cards

ANC authorized drivers are issued a personal driver identification number. These cards are accepted by most major oil companies and are solely for the purchase of fuel/oil.

P-Card

The Procurement Card (P-Card) is a College Visa card that can be used to purchase orders or petty cash. Use of the P-card would be small orders, Internet orders, companies that do not accept purchase orders, etc. Please contact Purchasing for more information.

VISA Business Travel Cards

Full-time Employees may apply for Visa Business Travel card through <http://www.accessarkansas.org/dfa/purchasing/>. All travel expenses may be charged to the card except gasoline and oil (in college owned vehicles).

Inclement Weather

The President, Physical Plant Director and the Vice President of Instruction will determine if the college will be closed. Local radio station (96.3FM) and KAIT TV – Jonesboro, KLCN (910AM), KHLS (96.3FM) KOSE (860FM) and KFIN-FM (107.9FM) will be notified. Text messaging on the portal is also available. Information will be provided on the website and the automated telephone system.

Lost and Found

To locate a lost item or to turn in a found item, contact Public Safety. (740-2156)

Food Service

The "OUTBACK" is open Monday – Thursday from 7:30 a.m. – 2:00 p.m. and Friday from 8:00 a.m. – 11:00 a.m. while classes are in session (August – April). All catered events held on ANC Campuses must be catered by the ANC Outback, unless the Outback declines to provide catering. Arrangements must be made one week in advance (780-1259). Vending machines are also available throughout the campus buildings.

Contracts and Agreements

Only the President and Vice President for Finance have contractual authority for the College. Any contract or Agreement must be signed by one of them. No one else can legally bind the College and guarantee payments.

Personal Reimbursements

A purchase requisition and a TR-1 must be submitted together with a receipt attached.

College Vehicles

A college vehicle may not be used for personal use. College vehicles must be returned to the campus J parking lot after use. The Physical Plant Secretary schedules all college vehicles (762-3158).

Insurance

Please refer to the Office of the Vice President for Finance for all questions regarding Property, Auto, and Liability insurance (762-3115).

Travel

A **Travel Request** form should be submitted before a trip is taken. Upon returning, a **TR-1** is submitted with itemized receipts attached. Reimbursement for tips (meals only) shall not exceed 15%. Meals will not be reimbursed without overnight travel. There are no exceptions to the maximum rate for meals. If lodging must exceed the maximum amount, an **Exception** form must be attached to the Travel Request form. Valet parking is not permitted unless no other options are available.

Hotel receipts must indicate a zero balance and itemize all expenditures. Hotel receipts must bear the name of the traveler who is incurring the expense. When two employees share a room each must obtain a detailed day by day hotel receipt in each of their names. The receipt of the cash transaction upon check-in will not suffice.

Please refer to the **Travel Regulations Handbook** for travel instructions.

ARKANSAS NORTHEASTERN COLLEGE

BUSINESS REGULATIONS

FOR



FACULTY AND STAFF

www.anc.edu

ACME Center-----(870) 762-2726
Burdette Center----- (870) 763-1486
Crisp Center----- (870) 763-6222
Leachville Center----- (870) 539-2393
Main Campus----- (870) 762-1020
Osceola Center----- (870) 563-3236
Paragould Center----- (870) 239-3200