



## PURCHASING TECHNOLOGY PRODUCTS CONTRACTS, POLICIES, GUIDELINES

For all university technology needs, follow the below guidelines for institutional purchases. University approved software and other available services can be found on the [IT website](#).

### I. Guidelines for purchasing technology products:

- PCards and Personal Reimbursements are NOT allowed for purchasing of IT equipment. These items include, but are not limited to:

AV Equipment	Monitors
Camera Equipment	Printers
Cellular/Mobile phones	Scanners
Computer	Tablets
Copiers	Televisions
Lab Equipment with CPU	Video Equipment
Laptops	Video Gaming Equipment

- Minor computer accessories and some technology supplies under \$500 in value are exempt from these guidelines and are allowed for PCard or Purchase Order method. Examples include, but are not limited to:

Batteries/UPS	Microcontroller
Docks/Hubs	Miscellaneous cables
Expansion board	Motherboards/logic boards
Ext/Int Drives	Power Supply
HDMI/SDI Capture device	Print filament
Headphones	Processors
Internal fans	Raspberry Pi
IOT device	Speakers
Memory	Webcam
Mice/Keyboards	

- Exemptions beyond those specifically listed above must be explicitly approved, in writing, by the ITAM office, [ITAM@uark.edu](mailto:ITAM@uark.edu).
- Central receiving, tagging and distribution is required on IT assets valued at \$500 or more through the IT Asset Management Office.
  - Users should change shipping information on requisitions in Workday to 155 S. Razorback Road. The ITAM office will arrange delivery of IT Assets to departments.
  - Departments must select the “IT Related Purchase” requisition type when purchasing IT products through Workday.
  - Preferred university suppliers should be used through either a state contract, approved cooperative contract, Workday punch out or preferred IT reseller.
- Dell, Apple and Microsoft institutional purchases formerly entered as Internal Service Deliveries (ISD) in Workday will now be requested through the [Requisition Request Form](#) in TeamDynamix.

- IT Services will create the requisition from the quote attached to the Requisition Request Form.

## **II. COMPUTERS/SERVERS/MAJOR EQUIPMENT ACCESSORIES:**

The university offers IT hardware through contracted suppliers found in Workday.

Departments can purchase software products from a university preferred IT reseller or supplier in the Workday punch out through the cooperative [NASPO ValuePoint Software Contract](#) established at the state level.

## **III. COMPUTER PARTS / MINOR ACCESSORIES:**

Purchase of computer parts are subject to the \$20,000 bid limit.

Departments can purchase computers, servers, storage, etc. from a university preferred IT reseller or supplier in the Workday punch out through the cooperative [NASPO ValuePoint Computer Contract](#) established at the state level.

## **IV. COPIERS:**

Please navigate the [PMC Solutions Website](#) for lease and purchase options.

Departments in other parts of the state of Arkansas should utilize the existing statecontract accessible through the [Office of State Procurement Contracts](#) listing.

## **V. PRINTERS:**

Localized printers are not recommended for on-campus offices or facilities. However, if needed, departments should use a university preferred supplier or the state contract accessible through the [Office of State Procurement Contracts](#) listing.

## **VI. SOFTWARE:**

A variety of software and licensing options are available to the University of Arkansas campus. A detailed listing of the types of software, licensing and availability is located on the [IT Services Get Software](#) webpage. For specific IT-related services including, web conferencing, storage, email, and phone services, please refer to the [IT Services](#) webpage. Unique software needs not listed are subject to the \$20,000 bid limit.

### **Adobe Software**

The University of Arkansas has established an Enterprise Long Term Agreement (ETLA) with Adobe. The ETLA allows all faculty and staff access to the Creative Cloud Suite and use in computer labs across campus. Adobe Creative Cloud is available by request for faculty and staff on university-owned computers. Departments are billed for Creative Cloud licensing on an annual basis. Students can access Adobe Creative Cloud in the campus computer labs and/or purchase a monthly plan through Adobe. Visit the [IT Services Get Software](#) webpage to request Adobe licenses. For additional assistance contact the [IT Help Portal](#).

### **Microsoft Software**

The University of Arkansas has entered an Enrollment for Education Solutions (EES) program with Microsoft. The EES provides faculty, staff and students access to O365 as well as other server, applications, storage, and collaboration tools. For additional questions contact the [IT Help Portal](#).

For products and software not included in the EES agreement, contact JourneyEd (Microsoft authorized reseller):

JourneyEd.com, Inc.  
Marcy Rodriguez  
[mrodriguez@journeyed.com](mailto:mrodriguez@journeyed.com)  
314/277-1125

**Software for Personal Use:**

Microsoft software is available for purchase from the Tech Store for personal use with personal funds only. Departments will not be reimbursed for purchase of Microsoft software through any means other than the available ordering options.

**NOTE:** Any software licensing agreement or contract that requires a signature must be reviewed/approved by General Counsel. Accessibility requirements apply to both hardware and software purchases where university funds are used.