



**Procurement
and Travel
Services**

ACI CATALOG UPDATES

Arkansas Correctional Industries (ACI) is a self-supporting division of the Arkansas Department of Correction and works to ensure that training is available to inmates in preparation for their release from confinement. ACI sells to state and local governments, tax-supported and non-profit agencies, and state employees. ACI recently expanded their product lines and updated their online catalog to include:

- Soft-sided lounge furniture
- Metal fabrication (picnic tables, fire pits, benches, trash and recycle cans, etc.)
- Upholstery services
- Athletic equipment

The complete catalog may be viewed [here](#). Please contact Procurement Services with any questions concerning ordering. We encourage your departments to support this meaningful use of state funds.

*Creating value
through
collaboration.*

Contact us:

W.O. Young
Building,
Suite 101

Procurement
479.968.0269
purchasing@atu.edu

Travel
479.356.6209
travel@atu.edu

2018 Meal Allowance Chart is now available. Please refer to the [updated GSA chart](#) for all TR-1's for travel after October 1, 2018. Thanks!

Please Remember....

If you have not registered with Staples Advantage, Amazon Business or CDW-G, please do so now. You may contact Procurement with any questions or view the information online [here](#).

Departmental copies of travel purchase orders that are submitted with your TR-1 now require an approval signature. Please make sure a signature has been applied to your P.O. prior to submission.

State of Arkansas has deemed the purchase of holiday greeting cards and like commodities as an unnecessary for the operation of State government and state funds may not be used to purchase them.



End of Calendar Year Clean Up

The end of the calendar year is a great time to evaluate the hardcopy storage you have on hand. There are multiple resources that you can use to dispose of documents securely and in accordance with Arkansas Law. Please contact Procurement if you would like to more information.

One Week Notice-Pepsi Orders

Please email Tammy Rye, trye@atu.edu, to request a price quote for your departmental Pepsi order and enter a requisition at least one week prior to your event to allow for order processing and delivery. Contact Procurement with any questions.