

Arkansas State University - Jonesboro

Effective Date: 07/01/91

Number: 05-20

Section: Finance and Administration

Subject: Procurement Services: Equipment Service Agreements

1. A department may obtain maintenance or service from a supplier or manufacturer for any general use or specialized equipment which requires regular maintenance or service for continuous, efficient services. General use equipment would include such items as copy machines, specialized microscopes, centrifuges, etc.
2. The Director of Procurement Services must approve all service agreements. No other staff member can sign for or commit the university to any such agreement.
3. The department administrators should familiarize themselves with the provisions of all service agreements.

PROCEDURES

1. Requests for service agreements are made on a requisition submitted in accordance with the procedures set forth in General Purchasing Guidelines. All equipment to be serviced by the same firm should be listed on one requisition and identified by serial number and location.
2. Any service agreement contract received by the department should be attached to the requisition when submitted to Procurement Services, or forwarded to that office if received at a later date.
3. All service agreements shall be covered by a university purchase order which specifies the item(s) and period covered and the total cost.
4. The department is responsible for assuring that the services contracted are actually received. Any problems involving a service agreement should be reported immediately to Procurement Services.

Reviewed on 05/02/13.