



STATE OF ARKANSAS
**Department of Finance
and Administration**

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Memorandum

TO: Chief Fiscal Officer, State Agencies, Boards and Commissions,
Constitutional Offices

From: Joseph A Giddis

Date: January, 29, 2008

Subject: Verification of Material, Vendor, Agency and Delivery Address

To ensure proper internal control of critical financial and procurement functions, after February 15, 2008 agency staff that have procurement roles will no longer be allowed to request changes to the master vendor files. Agency staff will need to provide a completed Vendor Maintenance Form to the agency designated reviewing official. The reviewing official must not have procurement roles. This person will review the need for the addition of or change to a vendor master record, approve the change in writing and forward the form to the Office of State Procurement for processing. This can be accomplished by downloading the form from the Office of State Procurement website, completing the form and sending to the reviewing official via email. The reviewing official would then forward the document to the Office of State Procurement via email to AASIS-OSP with approval noted in the email.

The CFO of each agency must submit a list of those individuals authorized as reviewing officials for their agency to the Office of State Procurement prior to February 15, 2008. This information will be kept on file and used by the Office of State Procurement to verify the request is properly approved before processing vendor addition or change requests or material, delivery address and agency information.

Agency authorization will be updated each year. If during the year changes are required a new memo must be forwarded to the Office of State Procurement.

Please forward the agency list of reviewing officials to Shelia.kinslow@dfa.state.ar.us, Office of State Procurement no later than February 15, 2008. Ms. Kinslow may be reached at 683-2220