



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

OFFICE OF STATE PROCUREMENT
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DELEGATION ORDER

Virgin and Recycled Paper Products

I, Edward Armstrong, as Administrator of the Office of State Procurement, in accordance with the authorization contained in the Arkansas Code Annotated §19-11-218(3) do hereby authorize those state agencies with Agency Purchasing Officials and Purchasing Agents, under the direction and general supervision of this office, to make and enter into contracts for the procurement of recycled paper or paperboard in accordance with the following procedures:

- 1) All state agencies with Agency Purchasing Officials are delegated authority to purchase virgin and recycled paper products, excluding Amendment 54 items and items on state contract, where the contract does not exceed \$10,000 and requirements are not artificially divided so as not to exceed the \$10,000 limitations.
- 2) All purchases of paper products must be made in accordance with ACA §19-11-234, regarding competitive bidding between \$10,000 and \$50,000.
- 3) Published books, manuals, maps, periodicals, technical pamphlets, textbooks and other copyrighted documents and forms, are excluded from the requirements of this order. (This does not, however, include items published by a state agency.)
- 4) All procurements of paper products by Purchasing Agents, Agency Purchasing Officials and the Office of State Procurement shall be made in compliance with ACA §19-11-260 regarding the preference of recycled paper.
- 5) All procurements by Agency Purchasing Officials of recycled paper products, including purchase orders issued on state contract, will be reported to the Office of State Procurement monthly, due the 10th of the following month.

Nothing herein is intended to prohibit any agency from requesting the assistance of the Office of State Procurement in the procurement of paper products.

This delegation order will be in effect until June 30, 2017.

STATE OF ARKANSAS, DEPARTMENT OF FINANCE AND ADMINISTRATION
OFFICE OF STATE PROCUREMENT


Edward Armstrong, ADMINISTRATOR