

# ARKANSAS REGISTER

## Transmittal Sheet

Use only for **FINAL** and **EMERGENCY RULES**



Secretary of State

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For Office

Use Only:

Effective Date \_\_\_\_\_ Code Number \_\_\_\_\_

Name of Agency \_\_\_\_\_

Department \_\_\_\_\_

Contact \_\_\_\_\_ E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Statutory Authority for Promulgating Rules \_\_\_\_\_

Rule Title: \_\_\_\_\_

### Intended Effective Date

(Check One)

Date

☐ Emergency (ACA 25-15-204) Legal Notice Published ..... \_\_\_\_\_

☐ 10 Days After Filing (ACA 25-15-204) Final Date for Public Comment ..... \_\_\_\_\_

☐ Other \_\_\_\_\_ Reviewed by Legislative Council ..... \_\_\_\_\_  
(Must be more than 10 days after filing date.)

Adopted by State Agency ..... \_\_\_\_\_

Electronic Copy of Rule e-mailed from: (Required under ACA 25-15-218)

Contact Person

E-mail Address

Date

## CERTIFICATION OF AUTHORIZED OFFICER

I Hereby Certify That The Attached Rules Were Adopted  
In Compliance with the Arkansas Administrative Act. (ACA 25-15-201 et. seq.)


Signature

Phone Number

E-mail Address

Title

Date

 <div style="text-align: center;"> <b>ADMINISTRATIVE RULES</b>   <b>STATE OF ARKANSAS</b>   <b>BOARD OF CORRECTIONS</b> </div>	<b>Section Number:</b> <b>ADC 018</b> <b>DCP 2.10</b>	<b>Page Number:</b> <b>1 of 2</b>
	<b>Board Approval Date:</b> <b>2/19/98</b>	
	<b>Supersedes:</b> <b>AR 118</b>	<b>Dated:</b> <b>3/10/94</b>
	<b>Reference:</b>	<b>Effective Date:</b> <b>4/20/98</b>
<b>SUBJECT: Procurement and Disposition Activities</b>		

**I. AUTHORITY:**

The Board of Correction and Community Punishment (Board) is vested with the authority to promulgate Administrative Rules by Ark. Code Ann. § §12-27-105, 16-93-1203 and 16-93-1205 (Michie Supp. 1995).

**II. APPLICABILITY:**

This policy applies to staff of the Department of Correction and Department of Community Punishment (Departments) involved in procurement and disposition of commodities and services.

**III. POLICY:**

It is Board policy that Departments process procurement and disposition of commodities and services in compliance with applicable state and federal laws and procedures and Board guidelines.

**IV. DEFINITIONS:**

- A. **Disposition.** Disposal, sale, or transfer of surplus commodities.
- B. **Procurement.** Purchasing, buying, renting, leasing, contracting, or otherwise obtaining commodities or services.

**V. GUIDELINES:**

- A. The Board shall determine procurement and dispositions for which prior approval is required.
- B. Departments shall develop administrative directives (ADs) and other necessary procedures to govern procurement and disposition processes in accordance with this policy and subsequent Board guidance. Revision to these ADs require prior Board approval.

- C. Departments shall provide monthly Board reports listing new or renewed contracts with commitment values of \$10,000 or more.

**VI. STANDARDS:**

American Correctional Association (ACA) Standards for Adult Community Residential Services, third edition, standard 3-ACRS-1B-12; and ACA Standards for Adult Correctional Institutions, standard 3-4031.

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