

# ARMA RULES

The **ARMA format will be required** to approve requisitions and dispatch purchase orders for consistency and clarity of receiving. To ensure that your orders are processed, please follow these formatting rules:

ARMA Item Description: Noun, Description, Manufacturer (if applicable), Model/Product Number

1. The NOUN is always FIRST, followed by the description, then the manufacturer if applicable, and finally the model or product number.

*Example A:* TYPEWRITER, ELECTRIC, IBM, MODEL 8533

*Example B:* BOOK, ENGLISH FOR EVERYONE, ISBN 0-123-456-78 – (Note: Publishers rarely look at the title when filling orders. So it's very important to have the ISBN number correct.)

*Example C:* CONSULTANT SERVICES, FOR GRANT WRITING Equipment

2. When purchasing equipment, all options, components, and enhancements should be bundled with the equipment. However, separate operating pieces of equipment which may function independently of the equipment, should be separated (its own line item).

## EXAMPLES:

- A. COMPUTER, SDCCD Q87M-E/CSM MT BASE SYSTEM MATX BLK  
3EA \$710.00 EA \$2,130.00  
031206 INWIN CASE Z589T.E350TBL USB 3.0 MATX 80+ 350W 3 \$0.00 EA \$0.00  
RG1551 ASUS MB Q87M-E/CSM LGA1150 A/V/GBE VPRO MATX 3 \$0.00 EA \$0.00  
UK1833 INTEL CPU I5-4690 3.5GHz/6M 4C 8T LGA1150 3 \$0.00 EA \$0.00  
#BX80646I54690  
TX1345 KINGSTON DDR3 2GB 1600MHZ CL11 #KVR16N11S6/2 6 \$0.00 EA \$0.00  
PK0308 WESTERN DIGITAL HD 500GB SATA 7200 RPM 64MB #WD5003AZEX 3 \$0.00 EA \$0.00  
031637 ASUS DVD RW +/- CDRW SATA BLK OEM# DRW-24F1STG 3 \$0.00 EA \$0.00  
031730 MICROSOFT OS WIN 10 HOME OEM 64BIT 3 \$0.00 EA \$0.00  
007208 LABOR - INSTALL SDCCD W7P 64BIT IMAGE 3.00 \$0.00 HOUR \$0.00  
005004 STI BASIC SYSTEM CONFIGURATION 3 \$0.00 EA \$0.00  
005008 STI 4 YEAR ONSITE WARRANTY 3 \$0.00 EA \$0.00  
SERIAL STI SYSTEM SERIAL NUMBERS 3 \$0.00 EA
- B. KEYBOARD, KB 600 WIRED BLK USB ONLY #ANB-00001, P/N# V29332 MICROSOFT  
3EA \$10.00 EA \$30.00
- C. MOUSE COMFORT 4500 BLACK #4EH-00004, P/N# KL3561, MICROSOFT  
3EA \$15.00 EA \$45.00
- D. MONITOR LCD 22" WIDE 1680X1050 W/SPKR, P/N#PC1881, NEC  
6EA \$212.00 EA \$1,272.00
- E. ELECTRONIC WASTE FEE-15 TO 35 INCHES, P/N# EWRF15  
6EA \$4.00 EA \$24.00

IF TABLETS ARE ORDERED IN LOTS, THEY MUST BE LISTED AS **EACH** AND NOT AS A **LOT**.

*EXAMPLE:* IPAD, APPLE 9.7" PRO, 128GB

15EA \$729.00 (NOT 1LT @ \$10,500)

ALL INDIVIDUAL INFORMATION TECHNOLOGY ELECTRONIC COMPONENTS OVER \$200, NEED TO BE LISTED AS A SEPARATE LINE ITEM. THEY SHOULD NOT BE LISTED AS A LOT/KIT.

For Systems Furniture or Furniture orders EXAMPLES ARE:

WORKSTATION, 8.5x9L, (5) TACKBOARDS, (3) SHELVES, (2), TASKLIGHTS, (2) OVERHEADS, BBF PEDESTAL, LATERAL FILE, CHERRY LAMINATE, GREEN FABRIC, METALLIC PAINT 1 LT \$2,122.36

CABINET, PEDESTAL, MOBILE, METAL 1EA \$285.33

BOOKCASE, 5 SHELF ADJUSTABLE 1EA \$325.00

CABINET, LOCKER 1EA \$465.00

CABINET, LATERAL FILE, 2-DRAWERS, 36W METAL 1EA \$378.49

CHAIR, HIGH BACK LEATHER, ADJUSTABLE 5EA \$645.00

RULE IS THAT IF THE FURNITURE IS NOT BOLTED, GLUED, AND/OR WEILDED TO EACH OTHER, IT NEEDS TO BE LISTED AS A SEPARATE LINE ITEM. SYSTEMS FURNITURE ORDERED IN LOTS MUST BE LESS THAN \$4,500. ANYTHING OVER THAT MUST BE LISTED AS SEPARATE OR AS ANOTHER LINE ITEM.