

APPROVALS LIST & RESPONSIBILITIES

Purchases must comply with a range of University of Oregon (UO) policies. There are multiple UO departments that manage these policies. Purchasing and Contracting Services will not move forward with signing contracts until approvals have been received. Departments are responsible for ensuring that they have the necessary approvals under UO policies. Those with contracting authority must gather all necessary approvals for the contracts they sign or purchases they make. This list provides a quick reference on when an approval is needed and whom to contact for those approvals. Note that this list is not exhaustive, and departments are responsible for compliance with relevant UO policies. Approval requests need to include a summary of the purchase and any contract documents or terms and conditions. Maintain documentation of all the approvals gathered for your purchases and contracts.

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1. Sponsored Projects Services

- a. Any Purchase Order for equipment over \$5,000 must be approved by Sponsored Projects Services (SPS) if using grant funds.
- b. Any other type of contract including Purchase Orders and Personal Services Contracts (PSC) of any dollar value if using ARRA grant funds
- c. To determine if grant funds are being used for a contract:
 - i. Any index starting with a “2” or a “3” (e.g. 223001) signifying the use of grant funds.
 - ii. Any index starting with any other number (usually a 4) – may require approval if using grant funds.
- d. Must obtain SPS approval **prior to signing** the agreement.
- e. Send approval request to SPS – sponsoredprojects@uoregon.edu

2. Safety and Risk Services

- a. Any questions regarding insurance or insurance waivers.
- b. Approval must be obtained **prior** to signing the agreement.
- c. Send questions to Safety and Risk Services at riskmanagement@uoregon.edu and Deb Donning, ddonning@uoregon.edu.

3. Accounts Payable, Vendor Set-Up

- a. If the agreement is with a contractor that has **not** been set up in Banner, the contractor must be set up in Banner before payment is made to the contractor.
- b. Refer to the instructions on the [AP Website](#) for details on the vendor set-up process which includes obtaining a UO Substitute W-9 from the contractor.

4. Accounts Payable, Foreign Vendors

If the agreement is with a foreign person or entity:

- a. Must directly submit the agreement to Joy Germack and copy Account Payable (AP) **prior to signing** the agreement.
 - i. Submit approval request to Joy Germack – jgermack@uoregon.edu, with copy to Carmela Kortum – ckortum@uoregon.edu for an initial review. Joy Germack and/or AP will respond with approval to proceed signing the contract.
- b. If the vendor for which you have a signed agreement has **not** been set-up in Banner, they must be set-up before payment can be made to the vendor. Review the Vendor Set-up section of the [Business Affairs \(BA\) website](#) for details on the vendor set-up process. The process for setting up a foreign vendor includes obtaining a current IRS W-8 from the vendor. If you have questions about the W-8 forms, please email jgermack@uoregon.edu.
- c. If you still have questions after you review the BA website, please email them at apbao@uoregon.edu.

5. University Communications

- a. Any agreement involving Licensing or Branding request to Brad Hutchins hutchins@uoregon.edu.
- b. Any agreement involving Logos and Marks to Jett Nilprabhassorn jett@uoregon.edu.
- c. Any agreement involving Web Design to Jason Huebsch jasonh@uoregon.edu, Jett Nilprabhassorn jett@uoregon.edu, and Zack Barnett zbarnett@uoregon.edu.
- d. Any agreement involving Photo/Video to Charlie Litchfield clitch@uoregon.edu.
- e. Any agreement involving Advertising to Jett Nilprabhassorn jett@uoregon.edu and Brad Hutchins hutchins@uoregon.edu.
- f. Any agreement involving Writers, Graphic Designers or third parties requesting the third party create materials for mass distribution to the general public at large (e.g. websites, posters) to Charlie Litchfield clitch@uoregon.edu.

6. Chief Information Officer

- a. Any enterprise-wide technology purchase regardless of dollar value.
- b. Any agreement that will involve any access to UO networks/ systems (e.g. web development) regardless of dollar value.
- c. Any agreement that will involve Web hosting by a third party where the Website to be hosted will have a uoregon.edu address.
- d. Any other purchase of software over \$5,000.
- e. Must directly obtain Chief Information Officer (CIO) approval **prior to signing** the agreement.
- f. Send approval request to CIO and include security and accessibility reports (HECVAT, SOC2, VPAT) from the vendor as possible to itreview@uoregon.edu

7. Digital Accessibility Review

- a. Contracts for the delivery of products where the user interface is newly designed or where the vendor is only providing digital documents or media will not be reviewed by the ICT Accessibility Committee prior to execution of the contract, unless the vendor requires a significant, substantive deviation from the above standard Accessibility terms; or the contract is for over \$250,000 for the life of the contract. Contracts should include the standard Accessibility terms in any deliverable specifications, and an acceptance process that

affords UO an opportunity to confirm all deliverables meet the accessibility requirements prior to final acceptance.

- i. If the vendor accepts the standard Accessibility terms, the Digital Accessibility Architect may work with the department to ensure deliverables conform to the standard Accessibility terms prior to UO's acceptance of any deliverables provided under the contract.
 - ii. If the vendor requires significant deviations from the standard Accessibility terms, then the contract will be sent to the Digital Accessibility Architect for review and approval prior to execution.
- b. Contracts for any other digital products or services are to be sent to the Digital Accessibility Architect for review.
 - c. Public solicitations for digital products or services will include specifications that meet the standard Accessibility terms and will include a process for soliciting feedback from the Digital Accessibility Architect prior to award.
 - d. For more information please refer to the [Digital Accessibility website](#).
 - e. Send approval requests to ictaccess@uoregon.edu and include accessibility reporting (VPAT) from the vendor as possible.

8. Property Control & Surplus Property

- a. Any agreement for which we transfer property (permanently or temporarily), through purchase, sale, lease, or loan.
- b. If selling or trading UO property, must contact BA Surplus Property **prior** to offering property for sale or trade – contact Aly Roper, aroper@uoregon.edu or Dylan DeRosa, derosa@uoregon.edu.
- c. If purchasing, leasing, or accepting a loan of property, must directly submit to Property Control **after completing and signing the contract**.
 - i. If property is being purchased or loaned at no cost send completed contract to Aly Roper, aroper@uoregon.edu or Dylan DeRosa, derosa@uoregon.edu.
 - ii. if property is being acquired under a paid lease or loan send completed contract to Jill Ritz – jritz@uoregon.edu
- d. To loan out UO property, contact PCS **prior** to offering property for loan by completing an intake in the [UO Purchasing Portal](#) for a Property Loan Agreement.

9. Printing Services

- a. All printing services must be performed by UO Printing Services unless a waiver is obtained from UO Printing Services.
 - i. Must directly submit printing request to UO Printing Services to determine if UO Printing Services is able to provide the service **prior** to negotiating or signing the agreement.
- b. Any agreement for lease or purchase of a copy/scanner/fax/multifunction machine must be approved by UO Printing Services.
 - i. Must directly submit Production Copier/Printer Acquisition Form to UO Printing Services for approval prior to signing the agreement.
- c. Any agreement for purchase of interior or exterior signage for any UO owned or controlled space.
- d. Submit request to April Nero apriln@uoregon.edu
- e. Visit [UO Managed Print Services](#).

10. Mailing Services

- a. Any agreement for mailing services must be approved by UO Mailing Services.
- b. Must directly submit a request to UO Mailing Services to determine if UO Mailing Services is able to provide the service **prior** to negotiating or signing the agreement.
- c. Submit request to Heather Nunn hunn@uoregon.edu.

11. Catering Services.

- a. All catering services on property owned or controlled by UO must be performed by University Catering unless a waiver is obtained from University Catering.
 - i. This policy does not pertain to the sale of food or beverages through vending machines or by businesses that occupy leased retail spaces in University owned or leased facilities.
- b. Must directly contact University Catering to determine if University Catering is able to provide service or if a waiver will be granted prior to negotiating or signing an agreement.
- c. Submit University Catering Waiver Form to catering@uoregon.edu.

12. Temporary Employment Agencies.

- a. Must work with Human Resources for these types of appointments; see the [UO Temporary Employment Agency Guidelines](#).
- b. **Prior** to engaging a temporary employee through an employment agency (such as Personnel Source), you must first confirm whether or not an Oregon Forward Entity is able to provide the staffing you need.
- c. For more information, please visit the [HR Recruitment and Hiring webpage](#).

13. Search Firm Price Agreements

- a. When ordering services from an established search firm price agreement, a Purchase Order will typically be used to request a search.
- b. Before issuing a Purchase Order to a vendor, send a notification to Human Resources' Talent Acquisition team, talent@uoregon.edu.

14. Contract w/ Current or Former Employees.

- a. *Current UO Employees.* Contracts with current employees are not allowed, however, Human Resources' Talent Acquisition team may be able to advise you on employment options; email talent@uoregon.edu.
- b. *Former UO Employees.* PCS must review and process any proposed agreement with a former UO employee. Submit these matters through the [UO Purchasing Portal](#).

15. Furniture Purchases

- a. Prior to purchasing furniture, please consult the [Furniture Purchase Matrix](#) to determine the next step in initiating the purchase of furniture.
- b. Any furniture purchases that require delivery or installation may be subject to Bureau of Labor and Industry (BOLI) rates.
- c. Must contact Design & Construction to determine if BOLI rates apply to a proposed systems furniture purchase.
- d. Submit proposed furniture purchase according to the Furniture Purchase Matrix referenced above.

16. University Advancement

- a. Any sponsorship agreement, submit approval request to advbgt@uoregon.edu
- b. Any agreement involving a gift of funds or property to UO:
 - i. Gift agreements are processed by Advancement.
 - ii. Submit to Jesse Visser and Holly Brown advbgt@uoregon.edu for review by Advancement.

17. UO Police Department (Concerts/Security)

- a. Any agreement which UOPD may want to know about (e.g. large concerts or particularly controversial speakers).
- b. Any agreement involving hiring of security personnel.

- c. Any agreement wherein the Vendor will be providing its own security detail.
- d. Must directly submit to UOPD **prior** to signing the agreement.
- e. Submit notification to Jason Wade jwade@uoregon.edu and Don Morris dmorris@uoregon.edu.

18. Business Affairs/Travel

- a. Travel
 - i. If creating a multi-month or multi-year Hotel Price Agreement, contact Brooke Montgomery, Travel Manager bmillett@uoregon.edu; 6-3445, **prior** to proceeding with the negotiation of the price agreement.
 - ii. Please Note: this requirement is not applicable to the processing of hotel agreements for one-time events or hotel stays. These standard hotel agreements should continue to be processed by Purchasing and Contracting Services.
- b. Credit Card Processing/PCI Compliance
 - i. All Agreements that call for vendors to provide credit card processing must be sent to Mark McCulloch MMcCullo@uoregon.edu for approval.

19. Private Business Use/Real Property Lease

- a. If entering into a contract for the use of or lease of space of any portion of a university building or outdoor space for over one day over the entire term of the contract, and the third party will use the space for its business use (i.e. not for personal use)
 - i. Must obtain BA Treasury Operations approval **prior** to signing the Facilities Use Agreement or Lease.
 - ii. Send approval request to BA Treasury Operations – treasops@uoregon.edu
- b. Any lease agreement for real property (building space, indoor, outdoor, ground leases) to Melinda Seeley mseeley@uoregon.edu; also add Melinda as a contact on PCS Portal matters.
- c. Facilities Use Agreements for indoor and outdoor space if for more than 30 days to Melinda Seeley mseeley@uoregon.edu; also add Melinda as a contact to PCS Portal matters.
- d. License agreements if leasing space (food vendors, rooftop leases, atm's, etc.) to Melinda Seeley mseeley@uoregon.edu; also add Melinda as a contact to PCS Portal matters.

20. Clery Act Coordinator

- a. Must notify (not get approval from) the Clery Act Coordinator if the contract: (1) is for use of any non-campus space, (2) for greater than two hours, and (3) involves University students.
- b. Sent notification and copy of the draft or final contract to Clery Act Coordinator, clery@uoregon.edu.

21. International Affairs

- a. Any agreement involving the international movement of students, where the students **will** receive credits from attending the program.
 - i. Must directly submit to International Affairs **prior** to signing the agreement
 - ii. Must have Foreign Study Program Committee approval
 - iii. Submit approval request to Will Johnson at williamj@uoregon.edu.
- b. Any agreement involving the international movement of students, where the students **will not** receive credits from attending the program.
 - i. Must directly submit notice of agreement to International Affairs
 - ii. Submit notice to Will Johnson at williamj@uoregon.edu.

22. Utilization of Foundation Funds.

- a. Any agreement that will use funds originating from a Foundation account
- b. If the proposed use is allowed under state law and UO policy, transfer the funds from the Foundation to a UO index prior to proceeding with the agreement
- c. If the proposed use is not allowed under state law and UO policy, do not transfer the funds from the

Foundation, contact PCS and PCS will work with the department and Foundation to complete the agreement and confirm payment procedures.

- d. Submit notice to: Janice Lutz (jlutz@uofoundation.org), Donna Vanderpool (donnav@uofoundation.org), **and** Suzanne Wagner (smwagner@uoregon.edu).

23. Faculty Exchange Agreements

- a. Please contact PCS before negotiating any agreement with another institution of higher education/governmental entity when all the following applies:
 - i. UO faculty works at the other institution of higher education/governmental entity;
 - ii. UO still pays UO faculty member while at other institution of higher education/governmental entity; and
 - iii. The other institution of higher education/governmental entity reimburses UO the amount of a UO pays the UO faculty member while the UO faculty member is working for the other institution of higher education/governmental entity.
- b. Please contact PCS before negotiating any agreement with another institution of higher education where UO and the other institution of higher education agree to undertake faculty exchanges (where UO faculty may work at the other institution and other institution faculty may work at UO).
- c. Any agreement hiring an individual to provide instruction for UO credit must have Unclassified Personnel Services (UPS) approval. Submit requests for approval directly to Catherine Bonomini-Smith in UPS at cbonomin@uoregon.edu

24. HIPAA Compliance Officer

- a. Any HIPAA covered department at UO with matters that may require a Business Associate Agreement (BAA) contact.
- b. If the contract is for University Health Center send to Debra McLaughlin dmclaugh@uoregon.edu, 6-4452 prior to proceeding to sign the agreement.
- c. If the contract is for any other department send to PCS for processing with UO General Counsel prior to signing the agreement.

25. Ticket Sales

- a. If tickets for a University event (on campus or off campus) are being sold, must get approval from the UO Ticket Office **prior** to signing the contract.
- b. Contact ticket@uoregon.edu, 6-4363.

26. Design & Construction

- a. Anything involving construction projects, installation, BOLI, or any purchase of items related to a Design & Construction project should be sent to Rob Basto rbasto@uoregon.edu and copy Wil Young wyoung@uoregon.edu for approval.
 - i. If approval is received and PCS will complete the contract/purchase, make sure to clarify with Design & Construction if BOLI language needs to be included in the agreement.