

Approval/Notification Responsibilities

Approval requests need to include a copy of the contract and a summary of the purchase (information currently captured on the PCS Intake Sheet).

1. **Sponsored Projects Services (SPS).**

- a. Any Purchase Order for equipment over \$5,000 if using grant funds.
- b. Any other type of contract including Purchase Orders and Personal Services Contract (PSC) of any dollar value if using ARRA grant funds
- c. Any other type of contract including Purchase Orders for other than equipment and Personal Services Contracts (PSC) if over \$25,000 if using grant funds other than ARRA grant funds.
- d. In order 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.
- e. Must obtain SPS approval prior to signing the Purchase Order or PSC.
- f. Send approval request to SPS – sponsoredprojects@uoregon.edu

2. **Chief Information Officer (CIO).**

- a. Any enterprise-wide technology purchase regardless of dollar value.
- b. Any agreement which will involve any access to UO networks/ systems (e.g. web development) regardless of dollar value.
- c. Any agreement which 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 CIO approval prior to signing the agreement.
- f. Send approval request to CIO - itreview@uoregon.edu

3. **Property Control & Surplus Property.**

- a. Any agreement for which we transfer property (permanently or temporarily), through purchase, sale, lease or loan.
- b. If wish to sell or trade UO property, must contact BAO Surplus Property prior to offering property for sale or trade – contact Molly Lockhart, mlockhar@uoregon.edu
- c. If wish to purchase, lease or accept 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 Justin Samudio – jsamudio@uoregon.edu and Molly Lockhart – mlockhar@uoregon.edu
 - ii. if property is being acquired under a paid lease or loan send completed contract to Jill Ritz – jritz@uoregon.edu
- d. If wish to loan out UO property, must contact PCS prior to offering property for loan, contract@uoregon.edu

4. Accounts Payable (AP) – Vendor Set-Up.

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.

- a. Contact AP for details on the vendor set-up process which process includes obtaining a UO Substitute W-9 from the contractor.
- b. apbao@uoregon.edu

5. Accounts Payable (AP) – Foreign Vendors.

If the agreement is with a foreign person or entity.

- a. Must directly submit the agreement to AP prior to signing the agreement.
- b. Submit approval request to Dan Patten - dpatten@uoregon.edu with cc. to Carmela Kortum – ckortum@uoregon.edu, Sherrie Canfield – sherriec@uoregon.edu, and Joy Germack – jgermack@uoregon.edu.

6. University Communications

- a. Any agreement involving UO trademarks or allowing people to use our image(s)/name.
- b. Any agreement with a third party requesting the third party create materials for mass distribution to the general public at large (e.g. websites, posters).
- c. Any agreement involving Writers, Graphic Designers, Web Services, Photographers, Videographers, and Advertising (CC: Tom McDonnell, tomm@uoregon.edu when submitting advertising agreements).
- d. Submit approval request to commservice@uoregon.edu.

7. 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 Leslie Wolgamott (lwolg@uoregon.edu) and Paul Elstone (pelstone@uoregon.edu) for review by Advancement.

8. Public Safety (Concerts/etc.):

- a. Any agreement which Public Safety may want to know about, e.g. large concerts or particularly controversial speakers.
- b. Must directly submit to Public Safety prior to signing the agreement.
- c. Submit notification to Herb Horner – hhorner@uoregon.edu and James Stegall jstegall@uoregon.edu.

9. Public Safety (Security).

- a. Any agreement involving hiring of security personnel.
- b. Any agreement wherein the Vendor will be providing its own security detail.
- c. Must directly submit to Public Safety prior to signing the agreement.
- d. Submit notification to Herb Horner – hhorner@uoregon.edu and James Stegall jstegall@uoregon.edu.

10. 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 Sandy Booker– sbooker@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 Sandy Booker– sbooker@uoregon.edu

11. 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) **and** Donna Vanderpool (donnav@uofoundation.org)

12. Contract with a Current or Former UO Employees.

- a. Any agreement with a current or former UO employee.
- b. Please contact PCS prior to proceeding.

13. Printing and Mailing Services.

- a. All printing services must be performed by Printing & Mailing Services unless a waiver is obtained from Printing and Mailing Services. Must directly submit printing request to Printing and Mailing Services to determine if Printing and Mailing Services is able to provide the service prior to negotiating or signing the agreement.
- b. Any agreement for mailing services must be approved by Printing & Mailing Services. Must directly submit a request to Printing and Mailing Services to determine if Printing and Mailing Services is able to provide the service prior to negotiating or signing the agreement.
- c. Any agreement for lease or purchase of a copy/scanner/fax/multifunction machine must be approved by Printing & Mailing Services. Must directly submit Production Copier/Printer Acquisition Form to Printing & Mailing Services for approval prior to signing the agreement.
- d. Any agreement for purchase of interior or exterior signage for any UO owned or controlled space.
- e. Submit request to Mark Dixon, Director Printing & Mailing Services - mdixon@uoregon.edu.

14. 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.
- 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 agreement.
- c. Submit University Catering Waiver Form to catering@uoregon.edu.

15. **Temporary Employees from Employment Agencies.**
- a. Must work with Human Resources for these types of appointments
 - b. Prior to engaging a temporary employee through an employment agency (such as Personnel Source), you must first confirm if a Qualified Rehabilitation Facility (QRF) is able to provide the staffing you need.
 - c. For more information, please go to: <http://hr.uoregon.edu/recruitment-employment/temporary-employment/temporary-agency-requests-effective-2013>
16. **Furniture Purchases.**
- a. Prior to purchasing furniture, please consult the Furniture Purchase Matrix to determine the next step in initiating the purchase of furniture:
http://pcs.uoregon.edu/sites/pcs.uoregon.edu/files/Furniture%20Purchase%20Matrix_PCS_082312.pdf
 - b. Any furniture purchases that require delivery or installation may be subject to Bureau of Labor and Industry (BOLI) rates.
 - c. Must contact Capital Construction to determine if BOLI rates apply to a proposed systems furniture purchase.
 - d. Submit proposed furniture purchase according to Matrix referenced in 17(a) above.
17. **Vehicle Purchases.**
- a. Any purchase of a motorized vehicle or golf cart.
 - b. Contact Mobile Shop to ensure the vehicle passes safety inspection prior to purchase.
 - c. Submit proposed purchase of vehicle to Scot Campbell, Facilities Services,
scampbel@uoregon.edu and Bill Kasper - Kasper@uoregon.edu
18. **Faculty Exchange Agreements.**
- a. Please contact PCS before negotiating any agreement with another institution of higher education/governmental entity where all of 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. PCS will obtain if UPS approval if PCS is processing the agreement. If exercising Level 2 Signature Authority, submit requests for approval directly to Sonia Potter in UPS at soniap@uoregon.edu
19. **Office of Risk Management (ORM).**
- a. Any questions regarding insurance or waivers of rights.
 - b. Approval may be obtained, but is not required prior to signing the agreement.
 - c. Send questions to ORM - riskmanagement@uoregon.edu

20. 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 (Missy Matella and Bryan Dearing) prior to proceeding to sign the agreement.

21. BAO/Travel.

- a. Travel
 - i. If creating a multi-month or multi-year Hotel Price Agreement, contact Laurie Jacoby, Travel Manager lajacoby@uoregon.edu; 6-3158, 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.

22. Private Business Use.

- a. If entering into a contract for the use of or lease of space of any portion of a University building or outdoor space and the third party will use the space for its business use (i.e. not personal use)
- b. Must obtain BAO Treasury Operations approval prior to signing the Facilities Use Agreement or Lease.
- c. Send approval request to BAO Treasury Operations – treasops@uoregon.edu

23. 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 Monica Hildebrand, Clery Act Coordinator, 6-0670, monicah@uoregon.edu

24. Educational/Instructional Technology.

- a. Must get approval from Helen Chu, 6-1235, helenc@uoregon.edu, if the goods or services involves the purchase of educational or instructional technology.