

**University of Oregon
Purchase Order
Instructions**

1. Submission.

- 1.1. **If using Banner:** Submit any accompanying documentation referenced in the PO (such as a quote) to purchaseorder@uoregon.edu. Reference the Banner PO # in the Subject line of your e-mail. If submitting hard copies of documentation through campus mail, send them to: Purchasing and Contracting Services, Attn: PO Intake – [Banner PO #]. Electronic submittal is preferred.
- 1.2. **If not using Banner:** Submit the completed Purchase Order (PO) with all documentation referenced in the PO (such as a quote) to purchaseorder@uoregon.edu. If submitting hard copies of the PO through campus mail, send them to: Purchasing and Contracting Services, Attn: PO Intake. Electronic submittal is preferred.
- 1.3. If exercising Level 1 Contracting Authority (L1CA) or Level 2 Contracting Authority (L2CA) and you are out of all PO training queues, you do not need to submit your PO to PCS.

2. Processing.

- 2.1. **If using Banner:** PCS will review the PO in Banner and accompanying documentation submitted to PCS and will communicate any questions, revisions or concerns to the submitting department. If negotiations are required with the Contractor, PCS is available to discuss the changes with the Contractor or the department may maintain exclusive contact with the Contractor at its discretion.
- 2.2. **If not using Banner:** PCS will insert a unique identification number and review the PO and accompanying documentation and will communicate any questions, revisions or concerns to the submitting department. If negotiations are required with the Contractor, PCS is available to discuss the changes with the Contractor or the department may maintain exclusive contact with the Contractor at its discretion.

3. Vendor Setup.

- 3.1. **If using Banner:** If Contractor is a new vendor (not previously set-up in Banner), you must set-up the vendor before you may complete a Banner PO. Follow the instructions set forth at <http://ba.uoregon.edu/staff/vendor-setup> for the new vendor set-up procedures and to obtain a copy of the UO Substitute W-9 instructions. **DO NOT SUBMIT UO SUBSTITUTE W-9 TO PCS.**
- 3.2. **If not using Banner:** If Contractor is a new vendor (not previously set-up in Banner), follow the instructions set forth at <http://ba.uoregon.edu/staff/vendor-setup> for the new vendor set-up procedures and to obtain a copy of the UO Substitute W-9 instructions.

DO NOT SUBMIT UO SUBSTITUTE W-9 TO PCS.

4. Signatures.

- 4.1. **If using Banner:** PCS will approve the PO through Banner. The approved PO will then be available for printing.
- 4.2. **If not using Banner:** Once approved by PCS, the approved PO will be e-mailed to the department to submit to the Contractor.
- 4.3. If exercising L1CA or L1CA and you are out of all PO training queues, the person exercising L1CA/L2CA must approve the Banner PO or sign the paper PO.

5. Form Completion

- 5.1. **Ship to.** Insert complete and valid UO department name and department address. No abbreviations or acronyms. Addresses must be official University locations. Shipment may not be made to any non-UO address.
- 5.2. **Bill to.** Insert complete and valid UO department and department address. No abbreviations or acronyms.
- 5.3. **Commodity Code.** Insert appropriate commodity code for the expenditure.
- 5.4. **Index.** Insert appropriate index/fund for the expenditure.
- 5.5. **Account Code.** Insert appropriate account code for the expenditure.
- 5.6. **Fiscal Year.** Insert appropriate fiscal year.
- 5.7. **Bid Number.** For non-Banner PO's, insert bid number if applicable.
- 5.8. **Purchase Order Date.** For non-Banner PO's, insert date PO is created or issued. For Banner PO's, Banner will automatically insert the date.
- 5.9. **Contractor Name and Business Address.** Insert the Contractor's complete, legal name and business address. This is either the name of the individual if Contractor is a sole proprietorship or the name published on the website of the secretary of state in the state in which the company is incorporated or organized. **Do not use abbreviations.** If Contractor would like to provide a "doing business as" (dba) name, please include the dba name following the full legal name (e.g. "Oregon Coachways, Inc. dba OC&W Coachways"). Please note that the full legal name is still required even if a dba name is present.
- 5.10. **Shipping Instructions.** Automatically defaults to F.O.B. University, unless otherwise stated.

- 5.11. **Delivery Date.** Delivery date is required. This must be an actual date; do not leave blank or write ASAP.
- 5.12. **Item No.** Start numbering at 1 and follow, 2, 3, 4....as needed. If you wish to reference a separate document or quote, please refer to #5.29 and 5.30 of these Instructions.
- 5.13. **Description.** List the descriptions for all times ordered. If you wish to reference a separate document or quote, please refer to #5.29 and 5.30 of these Instructions.
- 5.14. **Quantity.** List the quantity for each item ordered. If you wish to reference a separate document or quote, please refer to #5.29 and 5.30 of these Instructions.
- 5.15. **Unit.** List the unit of measure for all items ordered (example – each, dozen, feet). If you wish to reference a separate document or quote, please refer to #5.29 and 5.30 of these Instructions.
- 5.16. **Unit Price.** List the price for each unit of measure... If you wish to reference a separate document or quote, please refer to #5.29 and 5.30 of these Instructions.
- 5.17. **Multiple Delivery and/or Partial Payments.** If you wish to allow for delivery in more than one shipment or if you wish allow partial, interim payments prior to completion all work and delivery of all goods, please provide detailed text on the face of the PO outlining your requirements.
- 5.18. **Total Price.** List the sum of the unit price times the quantity.
- 5.19. **Contract Reference - State of Oregon.** If the PO is purchasing off of a State of Oregon Price Agreement, insert the following language in the body of the PO:

“THIS PURCHASE IS PLACED AGAINST STATE OF OREGON SOLICITATION # [insert #] AND PRICE AGREEMENT #: [insert #]. THE CONTRACT TERMS AND CONDITIONS AND SPECIAL TERMS AND CONDITIONS (T’s & C’s) CONTAINED IN THE PRICE AGREEMENT ARE HEREBY INCORPORATED BY REFERENCE AND SHALL APPLY TO THIS PURCHASE AND SHALL TAKE PRECEDENCE OVER ALL OTHER CONFLICTING T’s & C’s EXPRESS OR IMPLIED, EXCEPT WITH REGARD TO ANY PROVISIONS RELATING TO EXCLUSIVITY. UO IS NOT BOUND BY SUCH EXCLUSIVITY PROVISIONS.”

For Banner PO’s, the required text has been broken up into 50 character lines in order to facilitate a smooth copy/paste functionality, as seen below:

“THIS PURCHASE IS PLACED AGAINST STATE OF OREGON
 SOLICITATION # [insert#] AND PRICE AGREEMENT
 #: [insert #]. THE CONTRACT TERMS AND CONDITIONS
 AND SPECIAL TERMS AND CONDITIONS (T’s & C’s)
 CONTAINED IN THE PRICE AGREEMENT ARE
 HEREBY INCORPORATED BY REFERENCE AND SHALL APPLY

TO THIS PURCHASE AND SHALL TAKE PRECEDENCE OVER ALL OTHER CONFLICTING T's & C's EXPRESS OR IMPLIED, EXCEPT WITH REGARD TO ANY PROVISIONS RELATING TO EXCLUSIVITY. UO IS NOT BOUND BY SUCH EXCLUSIVITY PROVISIONS."

In order to confirm the solicitation # and price agreement #, go to OR Department of Administrative Services Oregon Procurement Information (ORPIN) site <http://orpin.oregon.gov/open.dll/welcome> and locate the correct agreement. Make sure that the goods and services being ordered are available from the price agreement referenced on the front of the PO. Verify that the Contractor has provided the preferred pricing required under the price agreement.

5.20. **Contract Reference – University or other contract reference.** List the following language in the body of the PO:

"This Purchase Order is subject to the contract terms and conditions in the Agreement between the University of Oregon [if applicable - - (formerly known as the State Board of Higher Education acting by and through the University of Oregon)] and (Contractor), effective date (mm/dd/yy)."

5.21. **Total PO Amount.** List a total dollar amount of the entire PO at the bottom in the Total Price column.

5.22. **Check Boxes.** Mark the appropriate check box.

5.22.1. **First check box: Check** if Contractor agrees to the Purchase Order Standard Terms and Conditions.

Additionally, if the products or services being provided under the agreement cause the UO to incur risk that should be allocated to the Contractor, **check** the appropriate insurance requirements. The department must assist in assessing the risk potential of each contract. The risk associated with the contract is not solely dependent on the dollar amount of the PO.

Before the purchase order is executed by the University, Contractor must provide the requested Certificate of Insurance or Endorsement to University. Department shall furnish to PCS the requested documents along with the submission of the purchase order. Per the Purchase Order Standard Terms and Conditions, the certificates will be directed to the attention of the individual preparing the PO and sent to the department's "bill to" address. If department is not using the Purchase Order Standard Terms and Conditions (such as reference to another contract) make sure to include required insurance and submittal requirements on the face of the PO. If department has any questions regarding required insurance or regarding the certificates contact PCS. If an endorsement is needed, PCS will contact the department.

5.21.2 **Second check box:** Contractor agrees to the terms and conditions of the contract referenced above.

5.23. **Prepared By.**

5.22.1 **If using Banner:** Must include your name and extension at the end of the Document Text field in the PO. This internal reference should not be printed on the final, approved PO.

5.22.2 **If not using Banner:** List name of department individual completing PO.

5.24. **Phone Ext.** List phone number of department individual completing PO.

5.25. **Funds Authorized By.**

5.24.1. **If using Banner:** List the name and extension of the department individual who has authorized the fund expenditure in the Document Text field in the PO. This internal reference should not be printed on the final, approved PO. Additionally, the individual must be listed on the department's UO Department Approval Authorization Form as authorized to approve fund expenditures for the funds/index(es) being used for the purchase.

5.24.2. **If not using Banner:** List name of department individual who has authorized the fund expenditure. This individual must be listed on the department's UO Department Approval Authorization Form as authorized to approve fund expenditures for the funds/index(es) being used for the purchase.

5.26. **Phone Ext.** List phone number of department individual who is authorized to approve fund expenditure.

5.27. **Other Approvals.** This section is reserved for other approvals necessary for PO processing (example – ORSA, etc.)

5.28. **Phone Ext.** List phone number of individual pertaining to the "Other Approvals" section.

5.29. **Purchase Order Approval.**

5.29.1. **If using Banner:** Unless Level 1 or Level 2 Contracting Authority has been granted, the PO will be routed through the appropriate approval queue for approval by PCS. The approved PO will then be available for printing. After the purchase order is printed, in the "Purchase Order Signature Approval" section, please fill in the following statement: Electronic approval via Banner by (name of PCS individual) on (date). To verify the PCS individual approval, use Banner screen code "FOIAPHT".

5.29.2. **If not using Banner:** In the "Purchase Order Approval" section at the bottom of the PO, the UO employee with delegated contracting authority to sign agreements for the department on behalf of the UO should sign in this section.

For PO's not more than \$5,000, this person signing the PO for the department must be listed on the department's UO Department Approval Authorization Form as authorized to exercise Level 1 Contracting Authority. For PO's over \$5,000 to \$25,000, this person signing the PO for the department must be listed on the department's UO Department Approval Authorization Form as authorized to exercise Level 2 Contracting Authority.

5.29.3. If the department is not exercising L1CA for POs up to \$5,000 or L2CA for POs up to \$25,000, the department must submit the PO to PCS for approval and signature. For all PO's greater than \$25,000, PCS must approve and sign the PO.

5.30. **Phone Ext.** List phone number of individual pertaining to the "Purchase Order Approved By" section.

5.31. **Attachments.** All attachments added must be uniquely labeled and referenced on the PO. Send any attachments for review to purchaseorder@uoregon.edu.

5.32. **Steps for Referencing Contractor Quotes.**

5.32.1. When Contractor quote # must be referenced on the PO for the Contractor's internal processing enter the following statement:

"Contractor quote # _____ is noted for Contractor's internal reference purposes only and is not incorporated as part of this Contract."

5.32.2. When you want to incorporate a Contractor's quote into the PO due to terms and conditions on that quote you want included send the Contractor's quote with the additional terms and conditions to PCS for review to purchaseorder@uoregon.edu.

5.32.3. When you want to use the Contractor's listing of products or services rather than entering each line item on the PO, you must remove all other Contractor information on the quote including any terms and conditions and uniquely label the attachment as an exhibit (such as "Exhibit A."). You must then reference that Exhibit on the face of the PO as follows:

"[Enter general statement of product or services to be purchased] as specified on Exhibit "[__]" attached and by this reference incorporated as part of this Contract."