

Steps for Obtaining Level 2 Contracting Authority (L2CA)

Individuals seeking Level 2 Contracting Authority must be an Officer of Administration and have a position title of department manager or higher.

STEP 1: Attend all three required Purchasing and Contracting Services (PCS) Training courses: Purchasing Rules and Regulations, Contracts 101, & Processes and Procedures for PCS

1. To register for one of these courses, go to <https://odt.uoregon.edu/> and log-in with your Duck ID
2. Search for upcoming dates and times for each class you need
 - a. Once you have selected the date you anticipate to attend, click the [Registration](#) link on the right
3. Once you submit your registration, the ODT website will automatically send you an email confirming your registration
4. Also, PCS will send you a reminder email the day before the class is scheduled
 - a. Once you have attended a training course, PCS adds your name to the [Report- Training by Employee](#) posted on the PCS website: <https://pcs.uoregon.edu/content/employee-only-information> (To view this webpage, you're required to log-in with your Duck ID)
5. Once you have completed all three training course, move on to step 2 of this process.

STEP 2: Complete an online Department Approval Authorization (DAA) and UO Code of Ethics (COE) form:

1. Go to <https://pcs.uoregon.edu/content/commitment-funds-and-delegated-contracting-authority>
 - a. At the top of the page, click the link titled: [UO Department Approval Authorization Portal](#)
2. Log-in to the portal with your Duck ID
3. Click the green link in the middle of the page titled: [UO Code of Ethics](#)
 - a. Read the COE form and then type your name at the bottom. Click the certification button and enter today's date. Click the Save/Submit button
4. Once the COE form has been submitted, go back to the first screen in the portal (<https://casitweb.uoregon.edu/pcsforms/>) and click on the green link in the middle of the page titled: [UO Department Approval Authorization](#) and complete this form
 - a. Instructions for completion of this form can be found at <https://pcs.uoregon.edu/content/commitment-funds-and-delegated-contracting-authority>
5. *Please Note: Your DAA form cannot be submitted before your completion of the required training classes for L2CA. If you wish to seek other types of authority in the meantime, you will need to complete a DAA form requesting those authorities. For example: 'Commitment of Funds' does not require any training and can be approved while still working towards L2CA.*

Steps for Obtaining Level 2 Contracting Authority (L2CA)

STEP 3: Enter the trial period/training queue by requesting Level 2 Contracting review on applicable submissions to PCS

1. To see a list of applicable submissions, please visit our webpage for Commitment of Funds and Delegated Contracting Authority: <https://pcs.uoregon.edu/content/commitment-funds-and-delegated-contracting-authority>
2. Submit your request in the UO Purchasing Portal
 - a. Go to the PCS website at <https://pcs.uoregon.edu/>
 - b. Click the link at the top of the page titled: UO Purchasing Portal
 - c. Click DuckID login
 - i. Once logged in, make sure you are on the 'Campus Buyer Home' tab on the left side of the page and select 'Create Intake Form'
 - ii. In 'Form Type' you will select one of the L2CA Training Queue's depending on the type of matter you're submitting
3. After each trial period/training queue submission, you will receive an email confirming whether or not you passed this submission
4. PCS will notify you when you have successfully completed the trial period/training queue and are approved for Level 2 Contracting Authority