

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 Contracts (PSC) of any dollar value if using ARRA grant funds
- c. Any other type of contract including Purchase Orders and PSC's for other than equipment for expenditures \$10,000 and over using Federal 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 Contract.
- 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 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 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 Aly Roper, aroper@uoregon.edu or Dylan DeRosa, derosa@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 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. If wish to loan out UO property, must contact PCS prior to offering property for loan by completing an intake in the UO Purchasing Portal for a Property Loan Agreement <https://apps.ideal-logic.com/uopcs>.

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 Joy Germack (and copy 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 (BAO) 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.
- c. If you still have questions after you review the BAO website, please email them at apbao@uoregon.edu.

6. University Communications

- a. Any agreement involving Licensing or Branding request to Brad Hutchins hutchins@uoregon.edu.
- b. Any agreement involving Logos and Marks to Brad Hutchins hutchins@uoregon.edu and Tim Jordan tjordan@uoregon.edu.
- c. Any agreement involving Web Design to Jason Huebsch jasonh@uoregon.edu, Brad Hutchins hutchins@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 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 Brad Hutchins hutchins@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 Jesse Visser and Holly Brown advbgt@uoregon.edu for review by Advancement.

8. University of Oregon Police Department (“UOPD”) (Concerts/etc.):

- a. Any agreement which UOPD may want to know about (e.g. large concerts or particularly controversial speakers).
- b. Must directly submit to UOPD prior to signing the agreement.
- c. Submit notification to Jason Wade jwade@uoregon.edu and Don Morris dmorris@uoregon.edu.

9. **University of Oregon Police Department (“UOPD”) (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 UOPD prior to signing the agreement.
 - d. Submit notification to Jason Wade jwade@uoregon.edu and Don Morris dmorris@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 Sarah Jo Larson – slarson@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 Sarah Jo Larson – slarson@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), Donna Vanderpool (donnav@uofoundation.org), **and** Suzanne Wagner (smwagner@uoregon.edu).
12. **Contract with a Current or Former UO Employees.**
- a. *Current UO Employees.* Contracts with current employees are not allowed, however, Human Resources may be able to advise you on options.
 - 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 <https://apps.ideal-logic.com/uopcs>.
13. **Printing Services**
- a. All printing services must be performed by UO Printing Services unless a waiver is obtained from UO Printing Services. 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. 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. UO Managed Print Services. See <https://pcs.uoregon.edu/managed-print-services-mps>

14. Mailing Services

- a. Any agreement for mailing services must be approved by UO Mailing Services. 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.
- b. Submit request to Heather Nunn hnuun@uoregon.edu

15. 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.

16. 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>

17. Furniture Purchases.

- a. Prior to purchasing furniture, please consult the Furniture Purchase Matrix to determine the next step in initiating the purchase of furniture:
https://pcs.uoregon.edu/sites/pcs1.uoregon.edu/files/furniturepurchasematrix_pcs_final_topost.pdf
- 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 Matrix referenced in 16(a) above.

18. 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 Kevin Farthing, Campus Planning and Facilities Management, kfarthin@uoregon.edu

19. 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

20. Safety and Risk Services.

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

21. 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 (Bryan Dearing) prior to proceeding to sign the agreement.

22. 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.

23. 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 for over one day, 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

24. 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.

25. Educational/Instructional Technology.

- a. Must get approval itreview@uoregon.edu if goods or services involves the purchase of educational or instructional technology (e.g. Learning Management & Institutional Software).

26. 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

27. 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 completing the contract/purchase, make sure to clarify with Design & Construction if BOLI language needs to be included.

27. Search Firm Price Agreements (using purchase order)

- a. Notification to Human Resources Jenna Rakes jrakes@uoregon.edu prior to sending any signed purchase order to vendor.