



Oregon State
UNIVERSITY

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Greetings,

As a newly established vendor in the Oregon State University Financial System, Procurement and Contract Services (PaCS) would like to welcome you and explain the Oregon State University (OSU) business process. As you may be aware, OSU is a State University and there are many rules that govern how the University does business.

Departmental Delegated Purchasing Authority: Departments have a delegated authority up to \$4,999.99. This pertains to the total purchase, not per item. Departments are advised to obtain three quotes before making their purchases. We ask companies to not encourage the departments to break up orders to keep them under the \$5,000 threshold since this is a practice that goes against State law and OSU policy.

\$5,000 and Up: All orders totaling \$5,000 or more must be processed through the OSU Procurement and Contract Services (PaCS) department. If you are doing business with a department please remember that when an order reaches \$5,000 you must receive a Purchase Order from PaCS. A Purchase Order received directly from a department of \$5,000 or more is not an authorized Purchase Order.

Quotes: With the exception of any order that requires the Bureau of Labor and Industries (BOLI) Prevailing Wage Rates, departments are allowed to obtain their own quotes on orders between \$5,000 and \$50,000 and send them to PaCS for issuance of the Purchase Order. Once an order reaches \$50,000 **all** quotes received by a department are considered estimates. PaCS must then do a formal solicitation and will have you quote via a formal Invitation to Bid.

Award: Please understand that working with a department to help them better understand a product or providing specifications does not guarantee you'll receive the award and subsequent Purchase Order. There are several factors that could affect whether or not you'll receive the business. Whether or not the item must be put out for bid, whether it must be advertised, or is part of an existing exclusive contract are all factors that determine whether or not the purchase order will be placed with your company.

Signature Authority: There are very few people in the university who are authorized to sign on behalf of Oregon State University. These people are listed at the PaCS website at www.pacs.oregonstate.edu. All credit applications, proposals, and agreements must be signed by one of the authorized signers or the document is not a legally binding agreement.

Invoicing: Departments have their own accounting personnel who initiate payment. Invoices and invoicing inquiries should be directed to the applicable department. Our purchase orders have a Ship-To and Bill -To section and these sections should help you get your product and invoice to the correct location. If you are unsure about the actual address to send your invoice to or you have an invoice discrepancy, please call the departmental contact on your purchase order.

Contacts: OSU PaCS does not provide names, phone numbers, or email addresses to vendors for purposes of soliciting. We will provide you with contact information if it directly pertains to a current purchase order. If you are interested in opportunities to market your product we highly suggest you participate in the Merchant Expo held every spring or early summer at OSU. This is a one day event and is a prime opportunity to provide information about your product or service to OSU faculty and staff. Watch the PaCS website listed above for any upcoming registration information.

Included in this packet is a map of campus, information on parking services and our latest edition of “Doing Business with OSU” for your convenience. If you have any questions or concerns please don’t hesitate to contact PaCS @ 541-737-4261 and speak with one of our Purchasing Analysts.

Regards,