



**Eastern Oregon University – Finance & Administration
Purchasing/Contracting/Procurement Policy**

.100 Policy Statement

This policy sets forth the purchasing and contracting guidelines for procurement at Eastern Oregon University (EOU).

.110 Policy Rationale

EOU strives to provide clear guidelines and procedures for procurement activities and ethics.

.120 Definitions

None

.130 Procurement Policy

EOU, as member of the Oregon University System, has implemented Oregon Administrative Rules, Chapter 580, Divisions 60, 61, 62, and 63 for all purchasing and contracting guidelines, processes, and procedures. These rules can be found at http://arcweb.sos.state.or.us/rules/OARS_500/OAR_580/580_tofc.html.

In addition, EOU has implemented and adheres to the OUS Equity in Contracting and Purchasing policy for Minority, Women, and Emerging Small Businesses (MWESB) found at <http://www.ous.edu/sites/default/files/dept/capcon/files/MWESB-Policy.pdf>.

.140 Exceptions

The following are exceptions to OAR 580, Divisions 60, 61, 62, and 63 adopted by EOU. The exceptions to the above-referenced OARs shall be the only exceptions practiced by EOU at this time.

A. Threshold Limitations

1. EOU adopts the following thresholds for all purchases made outside of the EOU Information Technology (I.T.) department or the EOU Facilities Department:
 - a. \$5,000 or less – Direct Procurement

- b. \$5,000 - \$24,999 – Informal or Formal procurement, as outlined in OAR 580, Division 62, and agreed upon between the EOU Director of Business Affairs and the department making the purchase.
- c. \$25,000 - \$100,000 – Formal procurement, as outlined in OAR 580, Division 62.
- d. Above \$100,000 – Formal Procurement

2. EOU adopts the following thresholds for EOU I.T. and Facilities department purchases:

- a. Under \$25,000 – Direct Procurement
- b. \$25,000 - \$100,000 – Informal or Formal procurement, as outlined in OAR 580, Division 62, and agreed upon between the EOU Director of Business Affairs and the department making the purchase.
- c. Above \$100,000 – Formal Procurement

B. There are no exceptions granted to the OUS Equity in Contracting and Purchasing policy or procurement process for Minority, Women, and Emerging Small Businesses (MWESB).

.160 Additional Information

Oregon Administrative Rule, Chapter 580, Division 60, 61, 62, 63 found at:
http://arcweb.sos.state.or.us/rules/OARS_500/OAR_580/580_tofc.html

Eastern Oregon University Contracting Authority Signature Structure found at:
<http://www.eou.edu/admin/>

.170 Approval History

Approved by the Vice President for Finance & Administration on 06/03/09.
Adopted into practice 06/08/09.

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