Purchasing and Contracts with the AABC

All purchase and contract requests should be sent to Scott Lommers at the AABC (with the exception of Student Fee Based Units, which should start the purchase process by contacting the AABC MU). After a determination is made as to who should process the transaction, the AABC will forward to the correct department as needed.

Purchasing

- Under $5000 – can be purchased either by the department/group or by the AABC, depending on established procedure. Student Fee Based Units should contact AABC MU before beginning any purchase or contract procedure.

-Send all purchase requests over $5000 to Scott Lommers at the AABC – Include a completed requisition form and any backup documentation, including vendor quotes.

- Between $5000 and $25,000 – must be purchased by the AABC.
- Over $25,000 – must be purchased by PaCS, after initial consult with AABC or AABC MU.

Construction

-Send all purchase requests involving construction or installation, no matter the dollar amount, to Scott Lommers at the AABC. Student Fee Based Units should contact AABC MU before all purchases.

- All BOLI purchases – no matter what dollar amount – must be completed by PaCS Construction. If you have any questions as to whether a purchase may be BOLI – please inquire with the AABC.

Contracts

-Send all contracts, including PPSC’s, to Scott Lommers at the AABC for review. Student Fee Based Units should contact AABC MU before negotiating any contracts, including PPSC’s.

- All contracts, including PPSC’s, must be signed by PaCS. Neither the AABC nor the departments have signing authority for any contracts.

Quotes and Sourcing

-If a department needs assistance in sourcing goods or services, contact Scott Lommers at the AABC. Student Fee Based Units may contact AABC MU for assistance.

Send requests by e-mail, fax, or campus mail using the contact information below.

Scott Lommers | Buyer | Auxiliaries & Activities Business Center | Oregon State University
104 Poling Hall | Corvallis, OR 97331-4203 | Direct: 541.737-2010 | Fax: 541.713-6708 | GoBeavs!
scott.lommers@oregonstate.edu | http://oregonstate.edu/fa/bc/aabc