



Procurement and Contract Services “Check Status” Search Feature

The *Check Status of Your Project* section of the Procurement and Contract Services website allows OSU Business Center staff to view contracts managed by Procurement or Contract Services. This capability was added so that Business Centers can quickly access existing, completed contract documents to assist them in expenditure tracking and managing budgets. Contract documents were added to project files that were completed after the beginning of FY11.

To use *Check Status of Your Project at PaCS*, click on the “Check Status of Projects” link in the “Resources” menu at the top of any Procurement and Contract Services web page. You can also go to the “Business Center Resources” page and click on the link in the **Checking the Status of Your Project** section. Enter the User Name and Password (you may need to clear the password field first and type in the password). If you do not have the login information, contact Procurement and Contract Services by phone or email and we will provide the information to you. Please do not share this information with entities outside of OSU. It is not intended for companies and organizations outside of OSU as sometimes internal information (estimated project cost) can be obtained through this secured area prior to obtaining quotes or bids.

Once you log in, the search page will load – note that the page no longer loads search results automatically when it opens. You can then search by Unit, Vendor, Project Number or PO Number. Unit is defined as the overall college or “umbrella” that individual departments fall under. You can also search by Vendor by typing in all or part of the vendor name. You can narrow the search by entering the approximate date range that you believe the contract might have been sent to Procurement or Contract Services. You can also search on the project number by entering it in the Project Number field or the PO Number by entering it in the PO Number field. **NOTE:** Make sure Unit is set to blank to search only by Vendor, Project Number or PO Number, and it may also help to clear the date fields. Click on the Search button to run the search and list the results. Use the "Reset Search Form" button to clear any previous searches and start a new search.

We have recently added Start and End dates to the “Status” column. These dates will help you determine when the contract starts and expires. To the right of the search results you will see the “Contract View” column. If there is a PDF icon, then an image of a contract is available. The documents included in the PDF image are the fully executed contract, Personal Services Contract (PSC) or Purchase Order along with documents typically attached and sent to the vendor (i.e. the vendor’s quote). Not included are Construction Contracts and Real Property Leases/Rentals.

Search Submitted Requisitions or Contracts								
Unit: <input type="text" value="Business Services"/>								
Vendor: <input type="text"/>								
Project Number: <input type="text"/>								
PO Number: <input type="text"/>								
Begin Date: <input type="text" value="8/1/12"/> End Date: <input type="text" value="8/24/12"/>								
<input type="button" value="Search"/> <input type="button" value="Reset Search Form"/>								
Search Results								
10 records found. Currently showing page 1 of 1: 1								
Ref#	Type	Department/Title	Vendor/PONumber	Amount (\$)	Status	Analyst	Current Activity	Contract View
161142	Purchase Order	Motor Pool Fuel Order	Jerry Brown Company P0089762	\$30,192.00	Received: 8/24/2012 Completed: 8/24/2012 Start Date: 8/24/2012 End Date: 8/24/2012	Lauer, Debora 7-7343	8/24/2012 Updates	
161123	Special Project	Procurement and Contract Services HP Big Deal - toner & Ink	Hewlett Packard	\$0.00	Received: 8/23/2012 Completed: 8/23/2012 Start Date: 10/1/2012 End Date: 9/30/2012	Figgins, James 7-7342	8/28/2012 Updates	
161076	Contract/Agreement	Motor Pool Bus Charter Agreement - Motor Pool	Experience Oregon Charter Service Inc	\$715.55	Received: 8/20/2012 Completed: 8/21/2012 Start Date: 8/28/2012 End Date: 8/28/2012	Lauer, Debora 7-7343	8/21/2012 Executed/Completed	

Please note that if a contract view is not available but the *Current Activity* project status indicates *Executed/Completed* and the *Completed* date is after the beginning of FY11 then there may be confidential or proprietary information that may not be available for viewing **or** the contract document may not be fully executed yet and is awaiting other party signature. You can contact the Procurement and Contract Services office or the analyst indicated on the listing to directly inquire about any possible contract associated with the project you are attempting to look up.

If you have any questions, or if you need any of the attachments on the search results available in an accessible format, please contact us via phone at 7-4261 or our general email at pacs@oregonstate.edu.