

Auxiliaries & Activities Business Center Procurement Tip Sheet

AABC assists with facilitating purchase and contract requests. To initiate a purchase or contract request, email AABC.Contracts@oregonstate.edu. The AABC contracts team can assist with additional questions/concerns regarding purchase or contract requests.

Contract/Personal Service Contract (PSC) Process –

Department (initiates/reviews contract)	AABC (reviews contract)	PCMM (reviews/executes contract)
<ul style="list-style-type: none"> • Reviews scope of work, unallowable items, etc. • Reviews the insurance need • Sends to AABC 	<ul style="list-style-type: none"> • Reviews the contract • Verifies current vendor or set up new vendor • Receives vendor and department signature • Sends to the appropriate PCMM group 	<ul style="list-style-type: none"> • Reviews contract/PSC • Negotiates contract with vendor • Executes/signs agreement and provides copies to all parties

Can a Personal Services Contract (PSC) be used for low dollar/low risk services?

- A PSC is required for services that are high risk or over \$5,000. This can include speakers, DJs and small performance groups.
 - For personal services that are low risk, under \$5,000 and have a simple scope of work, the preferred method is processing the Payment Request Form rather than pursuing a PSC. Payment can be initiated upon receiving a completed Payment Request Form or an invoice from the vendor. Please email AABC.Contracts@oregonstate.edu for questions regarding a Payment Request Form.
 - To determine if a PSC should be used, departments should assess the risk and nature of the scope of work for each service. AABC can assist with this review.
 - While a PSC is not required for low dollar/risk services, if the department feels a PSC, with standard terms & conditions plus insurance, would help cover OSU in any instance, one can still be written for any service.

Procurement Methods –

- **Personal Services Contract (PSC)** – Personal services over \$5,000, high risk, or complex scope of work should be processed using a PSC
 - Personal Services Forms available on PCMM website: <http://pacs.oregonstate.edu/pacs/forms>

- Examples: Keynote speakers, consultants, training providers, physicians, etc.
- **Purchase Order (PO)** – Services can also be procured through a PO if a PSC is not considered necessary
 - POs are basically contracts, but in a preset format, which are more streamlined and easily understood
 - Submit purchase order requests in BennyBuy: <http://fa.oregonstate.edu/eProcurement>
 - Required for purchases over \$5,000 if a PSC or contract is not in place
 - Examples: Goods are usually procured through POs
- **Purchasing Cards** – provide the ability to make fast purchases of low dollar value items
 - Restrictions apply – see Business Affairs website for details: <http://fa.oregonstate.edu/fis-manual/400-expenditures/408-centralized-processing-expenditures/408-01-procurement-cards>
- **BennyBuy** – used to make purchases with any vendor that is in the Banner system, through the Purchase Request Form or through punch out catalogs
 - BennyBuy tip sheets available under the training tab on the BennyBuy website: <http://fa.oregonstate.edu/eProcurement>

Additional Tips –

- The following items must always be reviewed by PCMM, regardless of dollar amount
 - Contracts with horses
 - Purchase requests involving construction or installation
 - All BOLI contracts
- Vendor is responsible for creating and providing their invoice. An invoice template should not be provided to the vendor. If they are unable to submit an invoice, use the Payment Request Form to initiate payment.

Budget Authority versus Contract Authority –

- Budget authority – Responsible for approving proper expenditure of funds from an assigned University index. Authority delegated down from the Office of the Provost.
 - Purchasing limits are up to: \$5,000, \$25,000 and \$150,000.
- Contract authority – Delegated by the VP of Finance and Administration to Contract Officers for specific types of contracts. Only contract officers are authorized – all others who sign on behalf of OSU takes on **personal liability** of commitments.

Additional Resources –

- AutoPay Program - <http://pacs.oregonstate.edu/procurement-and-contract-services/announcement/autopay-program-transition>
- Conflict of Interest – Procurement and Contract Services (PaCS) Manual – 101 Procurement Ethics and Conflict of Interest: <http://fa.oregonstate.edu/pacs-manual/100-purchasing-and-contract-ethics/101-procurement-ethics-and-conflict-interest>
- Procurement and Contracting Essentials – Your Guide to Successful Contracts and Procurement at OSU: http://fa.oregonstate.edu/sites/fa.oregonstate.edu/files/pacs/resources/pacs_essentials_march2018.pdf