

## College of Forestry Principal Investigator (PI) Goods and Services Purchase Authority Delegation

I, \_\_\_\_\_, Principal Investigator and OSU budget authority, do hereby delegate to the following individual authority to purchase up to \$4,999.99 per purchase:

Purchase Delegate Name: \_\_\_\_\_

On the following index(es), activity code(s):

Index: <input style="width: 50px; height: 20px;" type="text"/> <input type="checkbox"/> Activity Code Required?    Activity Code: <input style="width: 50px; height: 20px;" type="text"/>	Index: <input style="width: 50px; height: 20px;" type="text"/> <input type="checkbox"/> Activity Code Required?    Activity Code: <input style="width: 50px; height: 20px;" type="text"/>
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By signature below, delegate certifies:

- 1) all goods and service expenditure(s) will be an allowable, accurate, and appropriate expense for the funding source;
- 2) s/he will not procure goods or services or enter into contracts outside of delegate purchase authority;
- 3) s/he will be knowledgeable of and follow all OSU/OUS purchase policies;
- 4) s/he will obtain appropriate level of approval for purchase when necessary.

OSU purchase policies and procedures can be found at the Forestry, Oceanic and Atmospheric Business Center Website: <http://fa.oregonstate.edu/fobc/college-forestry/purchasing>

This delegation can be terminated at any time. Unless otherwise requested, this delegation will be automatically renewed annually on July 1st.

\_\_\_\_\_  
Purchase Delegate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Budget Authority (Principal Investigator) Signature

\_\_\_\_\_  
Date

**Send original to College of Forestry Business Center. Keep copy for own records.**

### Guidelines and Definitions

< \$4,999.99	<b>Recommended</b> - Purchase Order through Glenn Folkert, <a href="mailto:glenn.folkert@oregonstate.edu">glenn.folkert@oregonstate.edu</a>
\$5,000<\$24,999.99	<b>Required</b> - Purchase Order through Glenn Folkert, <a href="mailto:glenn.folkert@oregonstate.edu">glenn.folkert@oregonstate.edu</a>
\$25,000<\$149,999.99	<b>Required</b> - Work with Procurement & Contract Services (PaCS), <a href="mailto:pacs@oregonstate.edu">pacs@oregonstate.edu</a>

Budget Authority	Delegated by the Office of the Provost, budget authority is the unit/department head or delegated person (Principal Investigator) responsible for a University account and who must approve the expenditure of funds from that account.
Purchase Authority	Grants authority to units to purchase goods and services within the delegated dollar threshold after approval is obtained from the required approver.