



Procurement, Contracts & Materials Management

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OSU has developed the [University Contract Signature Authority Policy](#) 03-001. Certain staff members in Procurement, Contracts and Materials Management (PCMM) have been sub-delegated this authority up to certain dollar levels as it relates to their job duties.

However, Section 5.1.4 of this policy contains certain requirements, outlined below, that must be met by those individuals within a department that are responsible for the purchase or contract to ensure compliance with those requirements.

For any purchase or contract the individual within the department responsible for the activity must do the following prior to submitting their contract request or procurement to PCMM:

1. Ensure they are familiar with the laws and university standards and policies, including the university code of conduct, applicable to the transaction, and has determined that the transaction complies with those laws, standards, and policies.
2. The transaction meets a valid purpose of the university's mission and has an appropriate business purpose.
3. There has been adequate disclosure of any actual or potential conflicts of interest.
4. The transaction is charged to the correct project(s), there are adequate funds to cover the expense, and the funding source is appropriate for the expenditure.
5. Any foreseeable impact of the transaction on other units within the university has been identified. In the case of such impact the appropriate unit will be consulted prior to executing the agreement.
6. If a transaction includes a matter on the *List of Approval Authorities* in section 6.1 of the Contract Signature Authority Policy, they must obtain written approval from the approving authority prior to exercising contract signature authority, as indicated.

By submitting the contract or purchase request to PCMM, the requesting department is indicating that the above requirements have been met by individuals responsible for the purchase or contract.