

**PURCHASING DEPARTMENT CONTRACT AND PURCHASE
ORDER COVER SHEET**



Instructions: Please complete all sections for all non-Personal/Professional Services Contracts that are submitted to BAO Purchasing and Contracting, and grant/research funded purchase orders to be approved by Purchasing and Contracting. If you have questions, please call the Office of Business Affairs, Purchasing & Contracting at 5-3441. **THIS FORM IS MANDATORY FOR ALL OFF CAMPUS FACILITY USE AGREEMENTS.**

PSU Department:

Mail Code:

Departmental Budget Approver:

Phone:

Email:

Department Contact Person:

Phone:

Email:

Contract Summary

New Contract / Subcontract / Contract Amendment:

Start Date:

End Date:

Business Purpose of Contract:

Grant/Research/Sponsored Project Funded: Yes / No (check one) If **yes**, **Purchase Order Number:** _____

FOR FACILITY USE AGREEMENTS ONLY:

Is this contract a facility use agreement for a location off the PSU Campus: Yes / No (please check one)

1. If yes, will the facility be used for holding a course for credit that is part of an official or recognized PSU program? Yes / No (please check one)

2. If yes, will 50% or more of the program be completed at this off-campus location? Yes / No (please check one)

If yes to both 1) and 2) above, please provide complete information for the actual location of the facility:

Name of Facility:

Address:

City/State/Zip:

Vendor Information

Business **AND** Contact Person Name:

Address:

Phone / Fax:

City, State, Zip:

Email:

Selection Process

PLEASE INDICATE YOUR BID EFFORTS AND, IF APPROPRIATE, THE PSU CONTRACT NUMBER IN THE DOCUMENT TEXT (FOAPOXT) OF YOUR BANNER INVOICE OR PURCHASE ORDER

Up to and including \$25,000 -**NO QUOTES REQUIRED**

Informal Bid Process (\$25,000.01 - \$100,000.00)

Formal Solicitation Process (\$100,000.01 and above)

Request for Quotes (RFQ)

Request for Proposal (RFP)

Sole Source (complete Sole Source Justification)

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RFP's, RFQ's and Sole Source procurements must be posted on the OUS website. Please contact Purchasing for assistance.

OTHER:

Existing Cooperative Purchasing Agreement (such as PSU/State of Oregon/etc.): Issuing Agency, Vendor, Contract No.: _____

Accounting Information

Index	Account Code	Activity Code	Project / Grant	Banner Document No.	Total	Contract Amount	

(Please add additional accounting information lines, if needed, to bottom of this form or on a separate sheet)

Departmental Budget Approval

Name of Department Head / Budget Approver	Signature	Date

Research Accounting
Approval Initials (Required for all
grant funds)