

2008 REGENTS MEETING DATES

The following Board of Regents meeting dates is provided to assist you in your planning for any purchase over **\$250,000**. Purchase orders over this amount cannot be issued until first approved by the Board of Regents of the University of Oklahoma.

Please contact Purchasing as soon as possible for assistance to plan and allow adequate time to purchase goods or services requiring Regents approval. You will need to allow sufficient time for the bid process, in most cases this is a minimum of three weeks **prior** to the 'Due to Purchasing' date. For construction projects, a minimum of 6-8 weeks is required prior to the "Due to Purchasing" date.

Please note three dates below. The first is the posted Regents meeting date. The 2nd date is the deadline to submit your **required information** to Purchasing so an agenda item can be written. Your agenda item will be one of many written for HSC, Norman and Tulsa campuses so the lead time is very important. Required information to Purchasing includes bid results with completed matrix or approved sole source justifications, source of funding, etc. The 3rd date is the deadline Purchasing will submit the completed agenda item to Administrative Affairs.

Remaining Regents Meeting Dates for 2008	Due to Purchasing	Due to Administration & Finance
SEPTEMBER 9-10	JULY 22	JULY 29
OCTOBER 22	SEPTEMBER 5	SEPTEMBER 15
DECEMBER 2-3	OCTOBER 21	OCTOBER 23

The dates for submission to Purchasing and Admin Affairs are estimates and subject to change. Please contact Purchasing to confirm correct deadlines to ensure an adequate timeframe for your entire solicitation, evaluation and approval process. Purchasing main phone number: 325-2811.