

2009 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.

Regents' Meeting Dates - 2009	Due to Purchasing	Due to Admin Affairs
January 27-29	December 1	December 4
March 25	February 9	February 16
MAY 14-15	March 30	APRIL 6 - HSC/Tulsa April 8 - Norman
June 22-24	May 12	May 19
September 17-18	July 31	August 10 – HSC/Tulsa August 11 - Norman
November 4-5	September 16	September 28
December 1-2	October 15	October 29

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.