

## **The Board of Regents of the University of Oklahoma** **2017 Meeting Dates**

The following meeting dates for the Board of Regents of the University of Oklahoma are provided to assist you in your planning for any purchase over \$1,000,000. Purchase orders over this amount cannot be issued until first approved by the Board of Regents.

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 3-4 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 1<sup>st</sup> date is the posted Regents meeting date. The 2<sup>nd</sup> 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, background/rationale for the purchase, source of funding, etc. The 3<sup>rd</sup> date is the deadline Purchasing will submit the completed agenda item to the Vice-President's office in Administration and Finance.

<b>Regents Meeting Dates - 2017</b>	<b>Due to Purchasing</b>	<b>Due to Administration &amp; Finance</b>
January 25-26	December 19	January 4
March 7-8	January 23	January 31
May 11-12	March 27	April 6
June 19-21	May 5	May 15
September 13-14	August 1	August 9
October 24-25	September 11	September 19
December 12	October 31	November 6

The dates for submission to Purchasing and Administration & Finance are projections based on currently scheduled Regents' meeting dates and subject to change. Please contact Purchasing to confirm correct deadlines to ensure an adequate timeframe for your entire solicitation, evaluation and approval process. The Purchasing main phone number is 325-2811 or email [askpurchasing@ouhsc.edu](mailto:askpurchasing@ouhsc.edu).