

**SUPPLIERS ARE A VITAL PART OF OUR GOAL TO PROVIDE OUR CUSTOMER DEPARTMENTS THE BEST VALUE IN THEIR NEEDS FOR GOODS AND SERVICES.**

This guide has been prepared to assist you in your contacts with our Purchasing Department and the University of Oklahoma. If you have any questions or suggestions, please contact us. It is in our mutual interest to strive to improve our business relationships.

Basic Guidelines

- Please call ahead for appointments. Avoid "dropping in" on any university contact.
- Make your visit profitable by bringing new ideas, approaches or products.
- Social calls are problematic. Avoid them.
- Do not accept any order over \$5,000 from any university employee other than an authorized Purchasing buyer.
- A university employee can't promise to give you an order. Don't accept it.
- Quote realistic delivery dates.
- Conduct business openly and frankly. As a state institution all of our transactions are a matter of public record.
- Honor your pricing, delivery and service agreements.
- Gifts and gratuities are problematic. Don't offer them. Don't give them.
- Please do not hesitate to call us for any questions.

**WHAT WE BUY**

The dollar volume of OU purchases is significant. Purchases are made to support academic and research programs as well as support activities, such as Facilities Management/Site Support, Housing, Food Services, etc. Purchases for all three campuses total many millions of dollars yearly. Items include scientific equipment, furniture, chemicals, medical supplies, repair and construction, machinery, and services.

**HOW WE BUY**

As a public institution, we follow policies established by the OU Board of Regents and the State of Oklahoma. Our purchase expenditures are reviewed and audited, and therefore must be conducted efficiently and in a businesslike manner. A brief outline of our guidelines follow.

**Purchases over \$50,000**

These purchases (unless covered by a contract) are competitively bid by formal solicitation (e.g., Invitation to Bid, Request for Proposal, Request for Quote, etc.). We post solicitations on our website [www.ou.edu/purchasing](http://www.ou.edu/purchasing). Documents can be downloaded and completed. We award based on best value to the University, using factors such as technical experience, history, customer references, bid responsiveness, quality, and life cycle costing.

**Purchases between \$5,000 and \$50,000**

These purchases are processed competitively by request for quote. We require prompt response, and in most cases we issue a written purchase order.

**Purchases under \$5,000**

Individual departments have purchase authority up to \$5,000. Suppliers should request a University account number, the name and address of the department, and the complete name of the individual placing the order. This information should appear plainly on packages, shipments and invoices. Splitting orders to avoid a dollar threshold is against state law. The University audits all transactions looking for these types of orders.

Many university departments have a University Pcard (an official credit card) that can be used to settle these small-dollar purchases. This is a convenience for the department as well as for you. However, the Pcard is prohibited for settling certain types of small dollar purchases. Ask us if you have questions.

**Orders under Contract**

If an item is covered by an existing contract from the university, State of Oklahoma, Educational and Institutional Cooperative (E&I) or other approved contract source, we will normally process the purchase against the contract. Use of existing contracts allows quicker processing, and typically does not require additional bids or quotes.

**Invoice Processing**

Unless paid by the OU Pcard, invoices are processed by Financial Services (Norman campus departments) or Accounts Payable (Oklahoma City/Tulsa campus departments). Suppliers should be aware that State of Oklahoma statutes provide payment terms of Net 45 days, and past due fees cannot be charged until 45 days following receipt of a proper invoice, meaning all items have been furnished as specified, at the price quoted. Interest is calculated from the 30th day if not paid within 45 days of invoice receipt. We require an original invoice. Your invoice must reference a purchase order number or the campus department and name of the individual who placed the order.

# NAEP

## CODE OF ETHICS

### National Association of Educational Procurement

We subscribe to the National Association of Educational Procurement Code of Ethics.

1. Give first consideration to the objectives and policies of my institution.
2. Strive to obtain the maximum value for each dollar of expenditure.
3. Decline personal gifts or gratuities.
4. Grant all competitive suppliers equal consideration insofar as state or federal statute and institutional policy permit.
5. Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
6. Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
7. Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.
8. Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier; and/or be willing to submit any major controversies to arbitration or other third party review, insofar as the established policies of my institution permit.
9. Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
10. Cooperate with trade, industrial and professional associations, and with governmental and private agencies for the purposes of promoting and developing sound business methods.
11. Foster fair, ethical and legal trade practices.
12. Counsel and cooperate with NAEP Members and promote a spirit of unity and a keen interest in professional growth among them.

## OUR LOCATIONS

### Norman/Oklahoma City Campuses

Northport Business Park

2750 Venture Drive

Norman, OK 73069

Phone: 405/325-2811

FAX: 405/329-8394

[askpurchasing@ouhsc.edu](mailto:askpurchasing@ouhsc.edu)

### Tulsa Campus

Schusterman Center

4502 E. 41st Street

Tulsa, OK 74135

Phone: 918/660-3091

FAX: 918/660-3083

### **PURCHASING WEB SITE:**

[www.ou.edu/purchasing](http://www.ou.edu/purchasing)

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The University of Oklahoma is an equal opportunity institution.



THE  
UNIVERSITY OF OKLAHOMA



A GUIDE TO THE  
UNIVERSITY OF  
OKLAHOMA  
PURCHASING DEPARTMENT



WHAT YOU SHOULD KNOW  
ABOUT SELLING TO THE  
UNIVERSITY OF OKLAHOMA