

The Board of Regents of the University of Oklahoma **2018 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 first date is the posted Regents meeting date. The second 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. The 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 third date is the deadline Purchasing will submit the completed agenda item to the Vice President's office in Administration and Finance.

Regents Meeting Dates - 2018	Due to Purchasing	Due to Administration & Finance
January 24-25	December 1	December 12
March 7-8	January 23	January 31 – HSC February 3 - Norman
May 10-11	March 30	April 9
June 18-19	May 1	May 11 – HSC May 14 - Norman
September 12-13	July 30	August 8 - HSC August 9 - Norman
October 29-30	September 4	September 5 - Norman September 17 - HSC
December 11-12	October 15	October 25 - Norman

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 405-271-1725 (HSC/Tulsa) and 405-325-2811 (Norman) or email askpurchasing@ouhsc.edu for all campuses.