

The Board of Regents of the University of Oklahoma **2020 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 **final draft** to the Vice President's office in Operations and/or Administration and Finance for review. **Please note: Late items or Placeholders are no longer permitted.**

Regents Meeting Dates - 2020	Due to Purchasing	Due to VP Office
January 29-30	December 2	December 6
March 10-11	January 20	January 24
May 7-8	March 13	March 20
June 23-25	May 8	May 15
September 15-16	July 27	August 3*
October 1-2	September 17	September 21
December 1-2	October 9	October 16*

*Meeting dates have been cancelled

The dates for submission to Purchasing and the Vice President's offices 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.