Oklahoma State University  
Purchasing Department Overview

I. RESPONSIBILITY: The Director of Purchasing for Oklahoma State University at Stillwater is designated as the Director of Purchasing for all agencies of the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges. The Purchasing Department provides purchasing services to:

1. Oklahoma State University
2. Oklahoma A&M Colleges and Universities
   a. Connors State College, Warner, Oklahoma
   b. Langston University, Langston, Oklahoma
   c. Northeastern Oklahoma A&M College, Miami, OK
   d. Oklahoma Panhandle State University, Goodwell, OK

II. LEVELS OF GOVERNANCE: The purchase of materials/services for Oklahoma State University and the Agricultural and Mechanical Colleges is conducted in accordance with four levels of governance.

2. State of Oklahoma Statutes
3. Oklahoma State University Policies and Procedures (3-0145).
4. Departmental policies and procedures where applicable.

III. PURCHASING METHODS:

1. Small Dollar Purchases: Purchases of $5,000 or less are small dollar purchases.
   - Purchase Card (credit card): The “p/card” system provides departmental authority for purchases of $5,000 or less.

2. Requisition/Purchase Orders: Purchases of over $5,000 must be processed on a requisition through the Purchasing Department.
   - $5,000.01 to $35,000: Board policy and OSU policy require the Board’s Purchasing Office to obtain quotations.
   - Over $35,000: Board policy requires formal sealed competitive bids.

   - Board Approval: Regardless of funds used, advance approval by the Board of Regents is required for purchases that exceed $150,000. Purchases that are exempt from Board approval are: food or items for resale; bulk gasoline, oil and fuel; utilities; non-construction sponsored agreement contracts and expenditures; and refunds.

   - Note: Specific procedures apply to:
     ◦ Carpeting
     ◦ Credit Cards
     ◦ Emergency Orders
     ◦ Insurance
     ◦ Maintenance Agreements
     ◦ OSU Contract Orders
     ◦ Printing & Duplicating
     ◦ Professional Services
     ◦ Rental/Lease of Equipment
     ◦ Repairs to Buildings
     ◦ Repair of Equipment
     ◦ Sole Source Purchases
     ◦ Software License Agreements
     ◦ State Contract Purchases
     ◦ State Surplus Property
     ◦ Used Equipment
     ◦ Vehicle Supplies/Repairs
     ◦ Other