

BAO CONTRACT AND PURCHASE ORDER COVER SHEET



Instructions: Please complete all sections for all non-Personal/Professional Services Contracts that are submitted to BAO Purchasing and Contracting, and purchase orders to be approved by BAO Purchasing and Contracting. If you have questions, please call the Office of Business Affairs, Purchasing & Contracting at 5-3441.

PSU Department:

Mail Code:

Departmental Budget Approver:

Phone:

Email:

Department Contact Person:

Phone:

Email:

Contract Summary

New Contract / Subcontract / Contract Amendment: _____ **Start Date:** _____ **End Date:** _____

Description of Contract: _____ **Grant/Research/Sponsored Project Funded:** Yes / No (please check one)

Special Instructions:

Purchase Order #:

Vendor Information

Business/Individual Name:

Tax ID/SSN (*required for new vendors*):

Address:

Phone / Fax:

City, State, Zip:

Email:

Selection Process

PLEASE INDICATE YOUR BID EFFORTS AND, IF APPROPRIATE, THE PSU CONTRACT NUMBER IN THE DOCUMENT TEXT (FOAPOXT) OF YOUR BANNER INVOICE OR PURCHASE ORDER

Up to and including \$25,000 -**NO QUOTES REQUIRED**

Informal Bid Process (\$25,000.01 - \$100,000.00)

Formal Solicitation Process (\$100,000.01 and above)

Quotes (3 minimum)

Request for Proposal (RFP)

Sole Source (complete Sole Source Justification)

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OTHER:

Existing Cooperative Purchasing Agreement (such as PSU/State of Oregon/etc.): Issuing Agency, Vendor, Contract No.:

Accounting Information

Index	Account Code	Activity Code	Project / Grant	Banner Document No.	Total	Original Contract Amount	
						Total of Previous Amendments	
						Amount of this Amendment	
						Contract Total	

(Please add additional accounting information lines, if needed, to bottom of this form or on a separate sheet)

Departmental Budget Approval

Name of Department Head / Budget Approver	Signature	Date

Research Accounting Approval Initials (*Required for all grant funds*)