The Contract and Purchase Order Cover Sheet is an internal document utilized by Contracting and Procurement Services (CAPS). The form serves multiple purposes, including the following:

1) Clarify the business purpose of the proposed purchase or contract;

2) Identify courses offered for credit at off campus locations;

3) Obtain complete vendor information (legal business name, address, phone and email);

4) Identify whether a procurement process is necessary for the purchase or contract;

5) If grant or sponsored project funds are utilized, include department research administrator’s verification that grant funds are available and authorized for the intended purchase or contract; and,

6) Obtain signature verification from the departmental fiscal authority certifying that the expenditure is authorized. The fiscal authority signature must be on file in University Financial Services. If sponsored project funds are utilized it is the responsibility of the fiscal authority to certify that the signature under the Sponsored Project Approval signature section is accurate.

   a) If the funds identified in the Contract and Purchase Order Cover Sheet are in a Facilities and Planning (FAP) account for construction or remodeling the department that initially authorized moving the funds to a FAP account must complete all information on the cover sheet, with the exception of the accounting information.

   b) Signatures from both the originating department and FAP are required on the cover sheet prior to submission to CAPS.

   c) FAP will complete the accounting information.

The Contract and Purchase Order Cover Sheet is required for all grant funded contracts and purchase orders and for all other contracts with the exception of the following:

a. Athletics contracts
b. Office of International Affairs contracts
c. Library database licenses
d. Office of Information Technology generated software licenses
e. Template Personal/Professional Services Contracts (long and short form PSCs)
f. Leases
g. Affiliation agreements for student internships
h. Graduate School of Education student teaching agreements
i. Capstone agreements
j. Equipment donations or gifts to the University

The Contract and Purchase Order Cover Sheet is available on the CAPS web page: [http://www.pdx.edu/purchasing-contracting/forms-documents](http://www.pdx.edu/purchasing-contracting/forms-documents). Once completed, please submit the form to contract@pdx.edu along with a copy of the contract and/or purchase order number.

Questions regarding the Contract and Purchase Order Cover Sheet, or other purchasing or contracting related questions, may be directed to CAPS at 503-725-3441, or by e-mail to contract@pdx.edu.