



## INSTRUCTIONS:

- Read and understand all information below.
- Obtain signatures as requested below.
- Submit this completed form by email to [bf\\_prsm-osupur@osu.edu](mailto:bf_prsm-osupur@osu.edu)

## RESOURCES:

- Purchasing website: <https://go.osu.edu/purchasing>
- Office of the Controller website: <https://go.osu.edu/controller>
- Ohio Ethics Commission: <https://www.ethics.ohio.gov>
- National Association of Educational Procurement: <https://www.naepnet.org>

## Delegation of Purchasing Authority Memorandum of Understanding

This memorandum of understanding is between the Ohio State University Purchasing Department ("Purchasing") and the College (the "College") along with its designated buyer (the "Buyer").

### Delegation Authority

The Senior Director of Purchasing hereby delegates purchasing authority to the College and Buyer for the purchase of goods and services not to exceed \$5,000.00 per purchase subject to the responsibilities and restrictions below.

This memorandum commences on the date approved by the Senior Director of Purchasing. This memorandum may be terminated at any time by any of the three parties by delivering notice to the other party.

### College and Delegated Buyer Responsibilities

1. The College and Buyer shall adhere to the principles and standards of the [National Association of Educational Procurement \(NAEP\)](#) as well as the Ohio Ethics Law and related statutes. Each authorized buyer involved in the expenditure of public funds is held to the highest degree of public trust. No authorized buyer shall engage in or permit any illegal or improper purchasing practices.
2. The College and buyer agree to abide by State laws, [University policies](#), and other applicable codes or laws. The College and buyer agree to keep current with Procurement policies and procedures, by regularly visiting website and attending training classes.
3. The College and Buyer agree to purchase goods and services available through eStores as the preferred purchasing method. If there are questions whether the goods or services are under contract, the College agrees to verify with the [Contract Book](#) or [eStores](#) website and/or the Purchasing Department.
4. The College and Buyer agree to retain all purchasing documents subject to applicable [University record retention schedules](#) for post audit review by Purchasing or auditors.
5. Goods and/or services that require legal review and/or separate contractual documentation and university signature, including but not limited to: recurring payment obligations (e.g. leases), continuing rentals, equipment orders, software agreements and equipment maintenance agreements do not require further legal review; a direct purchase may be issued.
6. The College and Buyer agree that specific [purchases](#) require the additional approval of the individuals and areas, and must be processed through the Purchasing department.
7. The College agrees to be responsible for the on-line receipt of all [capitalized equipment](#) directly shipped to the College location.
8. The College agrees to notify the Senior Director of Purchasing when a delegated buyer is no longer employed by the department or University, which automatically terminates this agreement.

### Restrictions

The College and Buyer agree not to use their delegated purchasing authority for the following transactions:

- Individual reimbursements,
- Payment to University faculty or staff for providing goods and/or services,
- Goods and/or services purchased in conjunction with sponsored research (OSURF) projects,
- Goods and/or services requiring special review/approval,
- Capital equipment purchased with multiple accounts, and
- Services for software or course development resulting in University

### Acceptance of Responsibility

I have completed all training requirements, read and understand all applicable procurement policies and procedures, and I will comply with the requirements stated in this memorandum of understanding. Failure to comply with this memorandum of understanding may result in revocation of delegated buyer authority and responsibilities.

Delegated Buyer being replaced with this request:

Print ORG Name	ORG Number (or DNode)
Chief Administrative Officer (approval)	Date
College Senior Fiscal Officer (approval)	Date
Print Delegated Buyer Name	OSU Name.#
Authorized Delegated Buyer Signature	Date
Senior Director of Purchasing (approval)	Date

REV 10/2018

### OFFICE USE ONLY:

Date MOU Received in Purchasing: