Oklahoma State University Policy and Procedures

POLICY

1.01 The Purchasing Department is responsible for making all purchase awards, commitments, and contracts for the University. Such obligations on behalf of the University shall be made in accordance with policies adopted by the Board of Regents for Oklahoma A&M Colleges and the laws of the State of Oklahoma. State Law--74 O.S. Supp. 1988 Section 4241(4) and Section 4243(A.1.)--states the following:

"Section 4241. State employees - Prohibited acts. No state employee shall:

4. Sell, offer to sell or cause to be sold, either as an individual or through any business enterprise in which he holds a substantial financial interest, goods or services to any state agency or to any business entity licensed by or regulated by the state agency, except as provided in Section 4243(A.1.) shown below:

Section 4243. State agencies - Prohibited acts.

A. No state agency shall:

1. Enter into any contract with a state employee of the agency, or with a business in which an employee holds a substantial financial interest, unless the contract is made after public notice by the agency and in compliance with competitive bidding procedures. This paragraph shall not apply to a contract of employment with the state."

PROCEDURE

2.01 All requests for materials, supplies, equipment, or contractual services shall be routed to the Purchasing Department for competitive bidding. No commitment shall be honored unless this procedure is followed.

Effective November 1, 1974
Revised: March 1990