



Getting the **BEST DEAL** at SOU

Here is a simple guide to help spot issues when you are buying goods or services for SOU.

If any of these issues come up when you are purchasing, please check in with the Purchasing and Contracting Team at purchasing@sou.edu. Remember, when considering a purchase, just think about the **B-E-S-T D-E-A-L!**

B EST VALUE	Is this purchase the best value for SOU?	Lowest price is not always the best deal. Some items may cost more upfront, but actually cost less over their useful life.
E THICS	Is SOU providing all vendors a fair opportunity to win our business?	As a public entity, SOU has an ethical obligation to give everyone in the community an opportunity to win our business.
S IGN NOTHING	Are you being asked to sign a contract?	Contracts binding SOU must be vetted and can only be signed by authorized personnel. Consult with the Purchasing and Contracting Team at purchasing@sou.edu .
T IMING	Are you allowing enough time to complete the purchase?	Small purchases can be processed quickly. If you are spending \$5,000 or more, please contact purchasing@sou.edu . See the back of this form for more info.
D EALS	Are there preferred or retainer vendors we should engage?	SOU has contractual deals with certain vendors. Consult with the Purchasing and Contracting Team at purchasing@sou.edu .
E THICS	Are both parties acting honestly and with good faith?	We hold our commitments to our vendors and we expect them to do the same.
A CTUAL CONFLICT	Do you have an actual or potential conflict of interest?	If you or a family member is associated with a business that provides SOU goods or services, please let us know!
L EGAL	Is it legal? Is it compliant with all applicable policies and regulations?	Higher Ed is one of the most highly regulated sectors in the US economy.

Have Questions?

Contact Purchasing 541.552.6700 or purchasing@sou.edu

Find more information on our website: inside.sou.edu/sc/purchasing

Purchasing Guidelines

Purchases over \$5000 require a Banner Purchase Order.
The Purchasing Team must prepare these purchases.

A procurement over \$25,000 requires a formal procurement procedure.
This can be a lengthy process, so please contact the Purchasing Team as early as possible.

For information on Purchasing limits, refer to
<https://inside.sou.edu/bus-serv/purchasing/purch-limits.html>

Purchases involving capital projects or capital funds require special handling.

A list of vendors with whom SOU has agreements in place can be found on the Service Center webpage: <https://inside.sou.edu/sc/vendors-2.html>

SOU is committed to sustainable practices. Refer to the **Green Purchasing Policy** located at <https://inside.sou.edu/sustainable/action.html> for details.

If in doubt, contact the Purchasing Team. We are happy to assist.

purchasing@sou.edu