



4.1 Purchasing Related to Conferences

Policy Statement

When a University department sponsors or plays a supporting role in the delivery of a conference and has related procurement actions, purchasing may either be a competitive process or may be considered a sole source depending on the circumstances. If a conference has sufficient justification to be considered a sole source, the sponsoring University department must provide proper documentation to the Procurement Office justifying the reason(s) for the sole source procurement.

Reason for policy

To provide guidance as to how University departments may procure services related to UGA sponsored/supported conferences.

Procedures

- 1) Departments with sponsoring or supporting responsibilities should receive a contract from any vendor providing goods or services. Contracts should be submitted to Procurement for review prior to any signatures being returned to the vendor.
- 2) Upon review of this contract, Procurement may ask for further clarification so the best purchasing/payment method may be utilized. Once this determination has been made, Procurement will advise the department of the purchasing methods that will be allowed and what documentation is needed, if any. After complying with purchasing method requirements and finalizing any adjustments to the contract, Procurement will sign the contract and return it to the department for transmittal to the vendor.
- 3) The approved method of purchase will be payment request, purchase request, or direct bill. The payment request method is only relevant for events under \$2,500.

The method of purchase will be determined by the total cost of the event and its exemption status if applicable. When reviewing the contract, UGA should ensure that force majeure language is included.

Forms/Instructions

[Guide to Sole Source & Sole Brand Procurement](#)

[Sole Source/Sole Brand Justification Form](#)

Contract (will be provided by the vendor)

Additional Contacts

Procurement Office Staff: 706-542-2361

Accounts Payable Staff: 706-542-2786 (direct bill questions)

Definitions

Responsibilities

Responsible University Senior Administrator: Vice President for Finance & Administration

Responsible University Administrator: Procurement Officer

Owner: [Procurement](#)

Policy Contact: [Robert Currey](#)

Phone Number: 706-542-2361

Responsibilities: The department is responsible for obtaining and providing the Procurement department with the vendor's contract prior to any signatures being applied and as soon as possible.

Record Retention

Retention for purchase order files may vary by the method of purchase (competitive, sole source, under the competitive bid threshold).

Record Copy: Procurement

Retention: 5 years, BOR [0472-03-001](#); 7 years, BOR [072-03-009](#)

Appendices

FAQs

Related information

Multiple training resources for payment request processing are available in the OneSource Training Library:

[Creating a Payment Request](#)

[Creating a Payment Request with Multiple Expense Lines](#)

[Creating a payment Request with Multiple Accounting Distributions](#)

[Approving a Payment Request](#)

[Denying a Payment Request](#)

Policy Dates

Effective Date: 01/01/2016

Date Last Updated: 06/17/2016

Date of Last Review: 06/23/2020

Date of Approval: 06/23/2020