

POLICY #10-002: MANDATORY USE OF CONTRACTS
EFFECTIVE: May 2015, Revised March 2022, March 2024

I. Purpose:

To provide clear guidance to Old Dominion University (the “University”) faculty and staff on proper and required use of University developed and implemented contracts.

II. Authority:

- a. The University is governed by Subchapter 2 of the Restructured Higher Education Financial and Administrative Operations Act, § 23-38.88 et seq. of the Code of Virginia and Chapters 824 and 829, Acts of Assembly, 2008, specifically the Rules Governing Procurement of Goods, Services, Insurance and Construction.
- b. The Department of Procurement Services is responsible for ensuring University compliance with all laws, policies, and procedures related to the procurement of all goods, services, insurance and construction.

III. Scope:

This policy shall apply to all faculty and staff conducting business for and on behalf of the University when related to procurement transactions and expenditure of University funds, regardless of funding source, for any and all goods, services, insurance, and construction.

IV. Policy Statement:

- a. Any contract agreement developed and implemented on behalf of the University by the Department of Procurement Services shall be regarded as a “mandatory use” contract agreement unless same is otherwise waived by the Executive Director of Strategic Sourcing and Payment Solutions and/or their designee.
- b. The contract agreements may be developed for University-wide enterprise use, or for departmental/school specific requirements.
- c. The use of non-contract vendors providing goods, services, insurance, or construction similar to same provided under University developed and implemented contracts shall be in violation of this policy, and may result in removal of any or all delegated authority currently granted to any faculty or staff deemed to be in violation.