



**POLICY #10-002: MANDATORY USE OF CONTRACTS**  
**EFFECTIVE: May 2015**

**I. Purpose:**

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

**II. Authority:**

- a. Old Dominion 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 any and all goods, services, insurance and construction.

**III. Scope:**

This policy shall apply to all faculty and staff conducting business for and on the 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 contract agreement unless same is otherwise waived by the Director of Procurement Services 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 direct violation of this policy, and may result in removal of any or all delegated authority currently granted to any faculty of staff deemed to be in violation.