

# Notice re: Requirement to Use a Construction Purchase Order

**December 1, 2025**

## Overview

Any construction work with a total cost of less than \$150,000 requires a Construction Purchase Order (PO). This PO must be issued by the campus Facilities Department and signed by the designated **campus delegate**. *When the value of the construction work exceeds \$150,000, a construction agreement must be issued.*

The Office of the State Architect (OSA) delegates authority to one individual, a campus delegate, at each CU campus to ensure compliance with these processes and procedures. The **campus delegate** is the individual authorized by the Colorado Office of the State Architect (OSA).

A construction purchase order is required for any project that makes improvements to a building or to the utilities or services that support a building or its surrounding grounds. A purchase cannot be exempted due to price.

Construction purchase orders require bilateral signatures.<sup>1</sup> In other words, these agreements must be signed by the OSA campus delegate and by the project vendor.

## Definition of Construction

Construction is defined by [Section 24-30-1301, C.R.S.](#) and the [CU Administrative Policy Statement 3002](#). Under state law, the [Colorado Office of the State Architect](#) provides oversight for construction activities at state agencies and higher education institutions. This oversight includes:

- Solicitation and procurement of professional design and construction services
- Development of standard contract language
- Establishment of project management guidelines
- Adoption and enforcement of building codes

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<sup>1</sup> See OSA Basic Steps, Part XIV Construction Contracting:  
[https://osa.colorado.gov/sites/osa/files/documents/SBP-BasicStepsChecklist-2025\\_0.pdf](https://osa.colorado.gov/sites/osa/files/documents/SBP-BasicStepsChecklist-2025_0.pdf)

**Construction Activities Include:**

1. Acquisition of a capital asset or disposition of real property.
2. Construction, demolition, remodeling, or renovation of real property for:
  - a. Program changes.
  - b. Code compliance.
  - c. Health and safety improvements.
  - d. Energy conservation.
  - e. Cost savings in operations or maintenance.
  - f. Aesthetic improvements.
3. Site improvement or development of real property.
4. Installation of fixed or movable equipment necessary for operation of new or renovated spaces.
5. Contracting for professional services (architects, engineers, consultants) for planning, design, and supervision.
6. Corrective repairs or replacements, including improvements for health, life safety, and code compliance.

**Examples of Construction Work:**

1. Ground-up buildings and renovations of existing spaces.
2. Work that requires a building permit. Note that some work may be considered construction even if a building permit is not required.
3. Demolition of non-hazardous materials. Note that demolition of hazardous materials (asbestos, lead) always requires a contract and not a purchase order.  
Examples of asbestos or hazardous containing materials:
  - a. Hanging an item on a wall by drilling holes in\through asbestos containing materials.
  - b. Removing signage adhered to asbestos containing materials.
  - c. Removing attachments through asbestos containing materials.
  - d. Removing wall base that has asbestos containing mastic/glue.
  - e. Repairing a roof with asbestos containing materials.
4. Anything permanently attached to real property.
5. Installation or modification of structural components.
6. Installation of new utility piping, plumbing, and medical gas piping.
7. Replacement of a window.
8. Installation of cabinets permanently fastened to building.
9. Installation of exterior signage.
10. Emergency flood remediation – the process of cleaning, drying, disinfecting, and rebuilding a property after a flood to make it safe, including:

- a. Removal of building finishes as part of the dry out.
- b. Restoration to its pre-flood condition.

Additionally, when repairing fire-rated construction, the building code requires specific repairs and has requirements that must be followed and maintained. For example, a California patch is not allowed in rated construction.

- 11. Drilling\cutting holes in fire rated partitions.
- 12. Replacement of light fixtures for energy saving upgrades and replacement of more than just a few fixtures (beyond normal maintenance).
- 13. Modifications or additions of furniture when the furniture has electrical or system connections, when the furniture densifies the space, or when it impacts egress routes.
- 14. Anything impacting ADA, accessibility, or has accessibility considerations that must be evaluated.
- 15. Fire Alarm, fire sprinkler, and life safety work.
- 16. Replacement of door hardware. A doorknob cannot be replaced without a purchase order because of accessibility concerns. If the function of the space and hardware is changing, it must be evaluated for code compliance.
- 17. Installation of security systems, cameras, low-voltage & data cabling, pathways, and access control hardware.

#### **Non-Construction Work:**

- 1. Purchases that do not include labor (exception: delivery).
- 2. Purchase of building materials only.
- 3. Non-professional services – Custodial, snow removal, lawn mowing.
- 4. Routine maintenance including: changing gaskets, filter replacement, flushing system, light bulb replacement, door adjustment, and fire extinguisher recharging.
- 5. Emergency flood remediation – the process of cleaning, drying, disinfecting, and make the area safe, and **does not** include: removal and replacement of building materials with the following exceptions:
  - a. Removal of floor base and drilling holes in walls to aid in dry out when materials are tested or certified not to contain asbestos or hazardous materials.
  - b. Replacement of floor base and small wall patches.
- 6. Installation of freestanding furniture that does not contain electrical connections, increase space density, or impede egress paths and travel.
- 7. Interior room\door signage or artwork.
  - a. When using adhesive .

- b. Disturbing materials only when certified not to contain asbestos or hazardous materials.
- 8. Replacement of lever door hardware with hardware with the same function.
- 9. Replacement of a limited number of light fixtures for maintenance purposes.

If you have questions about this notice or about whether a proposed purchase fits the definition of construction, please contact your campus delegate:

- CU Boulder – [mike.turman@colorado.edu](mailto:mike.turman@colorado.edu)
- CU Denver
- CU Anschutz – [Ben.Bohmann@cuanschutz.edu](mailto:Ben.Bohmann@cuanschutz.edu)
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