

TEXAS A&M UNIVERSITY-KINGSVILLE

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Welcome to Texas A&M University-Kingsville Office of Procurement and General Services. This manual has been prepared in an effort to inform you of our organization and our procedures in processing purchases.

Procurement and General Services is responsible for the purchasing of supplies, equipment and services necessary for the operation of the University. Purchases support academic, auxiliary, and research programs as well as support functions of such departments as Physical Plant, Center for Young Children, Farm, and University Police.

As an agency of the State of Texas we are bound by the laws of the State of Texas and the policies of the Texas A&M University System. We subscribe to the Code of Ethics as outlined by The Texas A&M University System, the National Association of Educational Buyers, the State of Texas, the National Association of Purchasing Management, and the National Institute of Governmental Purchasing.

Within Procurement and General Services, there are three functional divisions to service your total procurement needs. The Purchasing Division is responsible for the purchase of capital equipment, services and consumables. The Stores Division is responsible for stocking consumables and maintenance and repair parts. The Central Receiving Division receives and re-distributes in-bound freight for the University.

Communication is a key factor in the purchasing process. We want to do all we can to help you obtain your equipment and supplies as needed. Please feel free to call on us anytime you have questions or comments at 361-593-3814.