

TEXAS A&M UNIVERSITY-KINGSVILLE

Title: General Responsibilities of the Office of Procurement & General Services
Procurement Rule No.: P-002

Approved by:

Date: 7/11/05

GENERAL RESPONSIBILITIES

The Office of Procurement and General Services is charged with the following general responsibilities:

1. Reviewing departmental requisitions for accuracy and completeness of specifications and determining the proper purchasing procedure in view of the funds to be disbursed.
2. Processing of State Contract Purchase Orders and Requisitions for Open Market Purchases.
3. Obtaining and reviewing quotations and placement of Local and Delegated Purchase Orders.
4. Encouraging the participation of Small and Historically Underutilized Businesses in the bidding process.
5. Maintaining accurate files of all purchasing transactions and related correspondence.
6. Developing and maintaining accurate and up-to-date information on sources of materials, services, and equipment in the form of catalogs, price lists, etc.
7. Maintaining liaison with the other TAMUS components and other Texas Institutions of Higher Education to ensure the most efficient use of our funds..
8. Interviewing suppliers' representatives who call at the University and corresponding with suppliers on all matters related to procurement.
9. Assisting those departments which have been delegated authority to make independent purchases. Procurement and General Services will instruct departments in the latest procedures and rules implemented by TAMUS Board of Regents and the University Administration. Procurement and General Services will train and review, at department's request, procedures to assure compliance and uniformity.
10. Assist departments in identifying cost efficient solutions to procurement needs.
11. Administer the Procurement Card Program.