

TEXAS A&M UNIVERSITY-KINGSVILLE

Title: Purchasing Policy Manual

Procurement Rule No.: P-010

Approved by:

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I. Purpose

To establish procedures for maintenance and distribution of the rules and procedures relating to the procurement functions.

II. Responsibility

It is the responsibility of all who have been delegated the authority to commit University funds through the procurement function to adhere to the University policies contained in this manual. This Policy Manual is effective this date.

III. Introduction

This manual has been prepared to provide information and direction to the various departments and branches of the University. Its primary purpose is to communicate policies and give guidance to buying personnel, personnel assigned to the procurement function, and others with delegated procurement authority.

The manual will be revised and supplemented, as required to meet new needs and conditions. Revised pages will be mailed to all holders who are responsible for keeping the manual current. An important part of this updating process depends on the constructive comments, information and suggestions received from you, the users. Your comments are encouraged.

IV. Definitions

Procurement: Identification and recognition of the real needs for goods and services in all parts of the organization, and the assurance of those needs at the lowest possible cost, consistent with the best quality of goods required. Procurement reflects the dual role of service department and fund saver by serving as the primary contact between the various functions of the University and its suppliers.

Rules: Rules, as referred to in this manual, are predecisions made by Management for the purpose of giving information and direction. Rules establish basic philosophies and climate, and determine the major values upon which the Procurement and Materials Control functions must operate.

Procedures: Procedures are the prescribed means of accomplishing regulation. Their intent is to provide University personnel with the guidelines and, where appropriate, the specific action sequences to ensure uniformity, compliance and control of all policy-related activities.

V. Missions

University Mission: The basic mission of the University is to foster growth of a middle class in South Texas. The foremost purpose of Texas A&M University-Kingsville is to provide quality undergraduate and graduate programs for students of all ages.

Procurement and General Services Mission: The overall mission of the Office of Procurement and General Services is to procure all goods and services, maintain an inventory of goods common to the instructional and service units, manage the fixed capital assets, and dispose of surplus property in support of the Mission of the University. A continuing goal is to procure material and service requirements in a timely manner at the lowest competitive price while adhering to all statutory, regulatory, and administrative rules.

Procurement and General Services will:

1. ENSURE the uninterrupted flow of production by obtaining and ensuring delivery of acceptable quality of goods and services, at the right time and price.
2. DEVELOP reliable alternate sources of supply to meet University requirements.
3. TREAT all prices and technical information submitted by suppliers as confidential in order to preserve a good business reputation and obtain competitive prices.
4. COMPLY, in all respects, with the antitrust laws, and with all other applicable laws without qualification or evasion.
5. PURCHASE material and service for the University's use at the maximum end-use value per dollar spent.
6. RESOLVE complaints on all purchased goods and services.
7. PROVIDE leadership in the standardization of materials, supplies, service and procedures.
8. PROVIDE leadership for the management of inventories of purchased goods so as to meet the use requirements of the University's department at the lowest possible cost.
9. DISPOSE of, to the best advantage, all material and equipment declared to be surplus or obsolete.

VI. Distribution

Position	Copies
President	1
Vice President for Fiscal & Administration	1
Vice President for Academic Affairs/Provost	1
Vice President for Student Affairs	1
Deans	1
Assistant Vice President for Finance & Administration	1
Director, Procurement and General Services	1
HUB Coordinator/Contract Administrator	
Asst Director/Special Programs Administrator	
Purchaser/Contract Specialist	1
Buyer	1
Master File	2
Central Receiving/Storeroom Supervisor	1
Bursar	1
Chief Accountant	1