

# TEXAS A&M UNIVERSITY-KINGSVILLE

Title: Purchasing Procedures Manual  
Procedure No.: PP-010

Approved by:  
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## I. Purpose

To establish uniform procedures for the procurement of materials and services that are consistent with the policies of the University.

## II. Scope

These procedures apply to all materials and service procurements and related activities.

## III. Responsibility

It is the individual responsibility of each employee involved in the procurement process to understand the policies upon which these procedures are based, and the meaning and intent of the procedures themselves.

If there are any questions or concerns relative to either the policies or procedures, or the ability of the employee to respond effectively to the requirements of the procedures, then it is the responsibility of the employee to bring such matters to the attention of the Director of Procurement and General Services immediately.

The fundamental purpose of these procedures is not to restrict the effectiveness of the individuals involved in procurement, but to provide a foundation for effective, consistent and complete consideration of all aspects of the task with the expected result being a positive, professional relationship between the employees of the University and the suppliers who serve the University.

Departments are encouraged to anticipate needs. Contact Procurement and General Services as early as possible when needs are determined. Early involvement of Procurement and General Services enhances the timely delivery of services and equipment. Procurement and General Services will research possible suppliers, assist departments in evaluating supplies and equipment, and develop specifications that meet the University's requirements.

The University assumes no liability for any order until it has been reviewed and signed by a member of Procurement and General Services authorized to act as an agent of the University.

By State Law, whenever possible purchases are based on competitive bids. All bids must comply with current state regulations. A separate, sequential, and/or component purchase ordered or purchased with the intent of avoiding the competitive bidding and competitive proposal requirements; from the same supplier, by the same officer/employee, department are treated as if they are of a single purchase and of a single contract. No officer/employee shall intentionally or knowingly make or authorize separate, sequential or component purchases to avoid the competitive bid requirements. Purchases may not be broken down into small purchases in order to meet the specified dollar limit.

All purchases, except departmental authorized purchases, are to be originated by completing a departmental requisition.. Procurement and General Services will handle the transaction from this point forward including the solicitation of bids, evaluation of bids and selection of suppliers. Upon receipt of a properly completed Departmental Requisition, the Office of Procurement & General Services classifies the transaction on the requisition and processes it accordingly.

The Departments have some limited authorizations to procure goods and services. Each individual must be thoroughly aware of the limits of these authorities. Failure to abide by the rules and procedures may result in personal liability for unapproved procurements.