

TEXAS A&M UNIVERSITY-KINGSVILLE

Title: Flowcharts

Procedure No.: PP-030

Date: 6/6/96

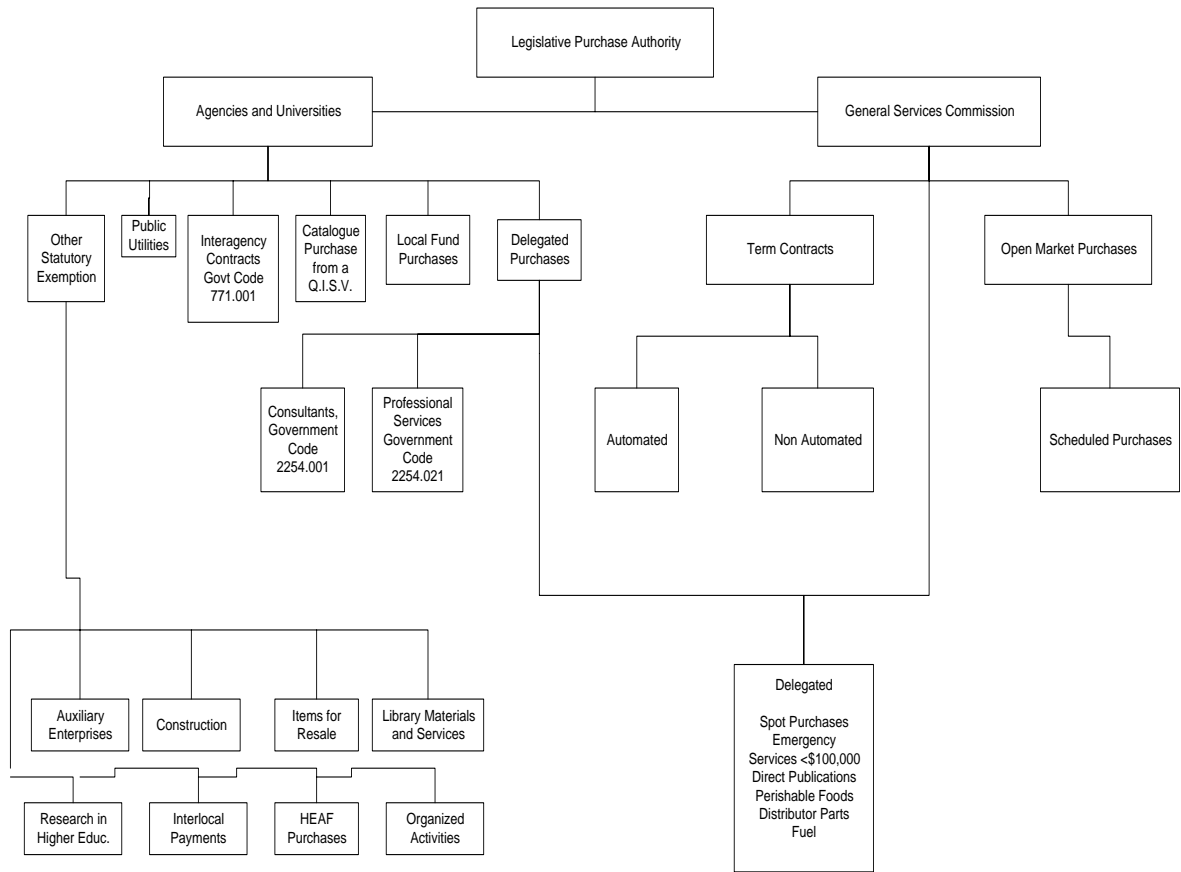
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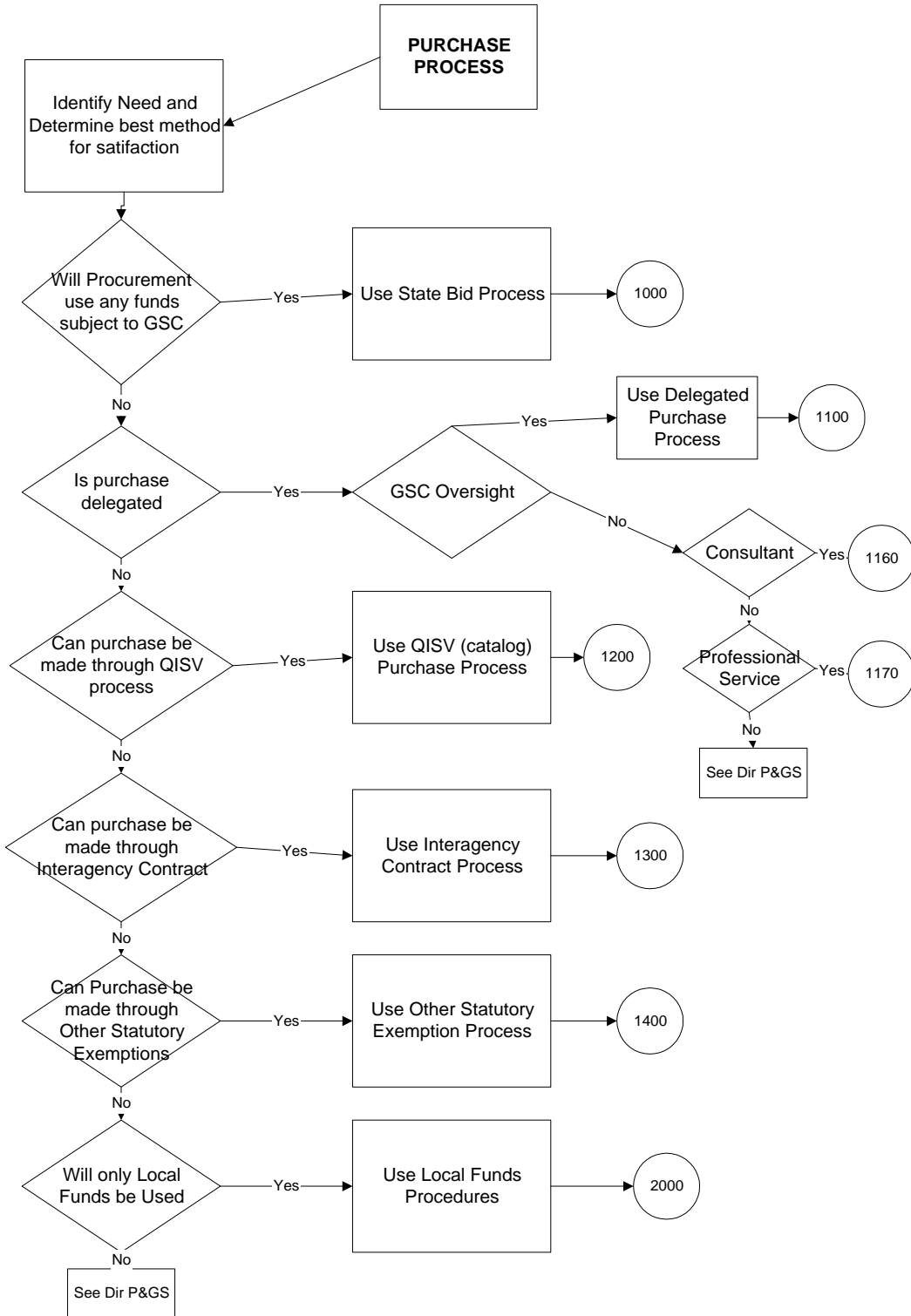
I. Purpose

The purpose of this section is to provide flowcharts for the various procedures used in the procurement of goods and services.

II. Scope

The attached flowcharts are an attempt to graphically depict the procedures and processes associated with procuring goods and services. This set of flowcharts is not complete. Specifically, the detailed internal flow of work within the Purchasing office is not presented. Also, the Receiving function has not yet been charted. These processes and procedures will be included soon.





PURCHASE PROCESS

Identify Need and Determine best method for satisfaction

Will Procurement use any funds subject to GSC

Use State Bid Process

1000

Is purchase delegated

GSC Oversight

Use Delegated Purchase Process

1100

Consultant

1160

Can purchase be made through QISV process

Use QISV catalog Purchase Process

1200

Professional Service

1170

See Dir P&GS

Can purchase be made through Interagency Contract

Use Interagency Contract Process

1300

Can Purchase be made through Other Statutory Exemptions

Use Other Statutory Exemption Process

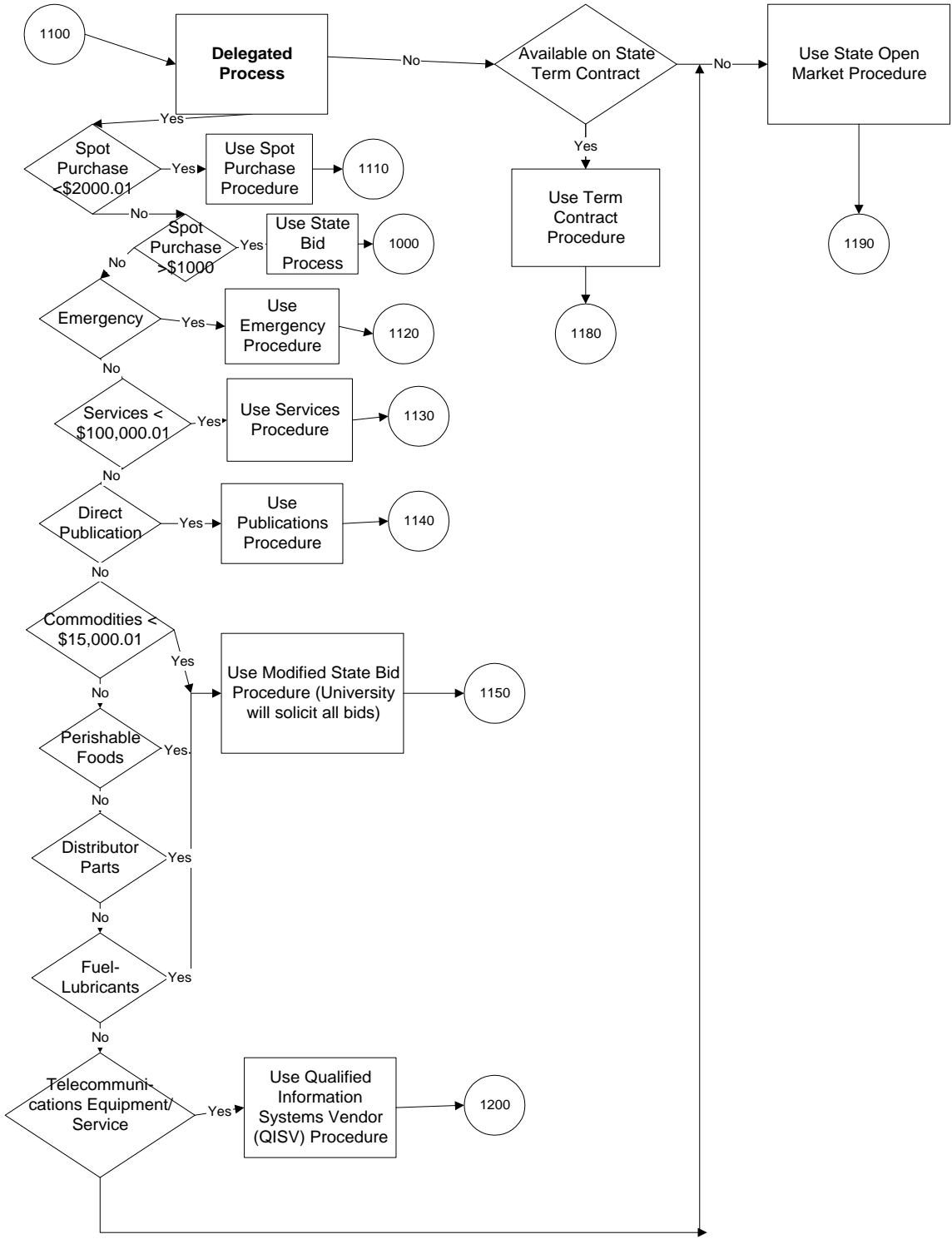
1400

Will only Local Funds be Used

Use Local Funds Procedures

2000

See Dir P&GS



1110

State Spot Purchase Procedure for Purchases < \$2000.01 and not available on state contract

Obtain approval from Account Manger to make Purchase

Identify best value purchase source

Record Vendor Name, Contact Name, Phone Number, Quoted Price, Date of Quote

Prepare Departmental Requisition

Does Dept have FAMIS Limited P.O. access

Yes

Enter P.O. on Limited P.O. screens

No

Control transfer

Forward Departmental Requisition to Asst. V.P. for Fiscal

Call Vendor and Issue P.O. Number

1120

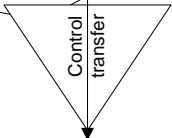
Emergency Purchase Procedure
(to be used when the mission of the University is in jeopardy and there is insufficient time to process bids)

Identify Emergency and Document:
(a) Nature of Emergency
(b) Potential Damage to the Mission of the University
(c) Why emergency was not forecast
(d) If bids are not possible, document why

Prepare written detailed specifications to resolve emergency

Obtain 3 bids if possible, else obtain 1 bid if possible, else obtain 1 estimate

Prepare Departmental Requisition, attach specifications, justification letter, and bids or estimate, must include reference source



Asst. VP for Fiscal reviews requisition, assigns Reqn #, and forwards to P&GS

P&GS reviews Requisition, letter, and bid or estimate documents

P&GS enters P.O into FAMIS

Connect



