

TEXAS A&M UNIVERSITY-KINGSVILLE

Title: Department Purchase Authority

Procedure No.: PP-035

Date: 3/22/2004

I. Purpose

To define the purchase authority for operating Departments.

II. Scope

This procedure applies University wide.

III. General

Departments are delegated by Procurement and General Services the authority to make purchases of equipment and supplies for \$5,000.00 or less (including freight and/or postage) through the LIMITED P.O. screens in FAMIS. This delegation refers to all State, Local and Federally funded accounts. No (Purchase) requisition is needed for purchases of \$5,000.00 or less (including freight and/or postage). There are Local, State and Federal policies and procedures that must be strictly adhered to for purchases over this amount.

Departments must first receive training in FAMIS and thoroughly understand the rules and regulations relating to Purchasing to receive access to the LIMITED P.O. screens. These procedures include purchasing from (in order of precedence) 1) campus sources, 2) the office supply contractor, 3) TIBH, or 4) the state term contract before entering an L.O.

Departments are encouraged to purchase all equipment and supplies, not exceeding \$5,000.00 from Historically Underutilized Businesses (HUB's). Procurement and General Services will assist in identifying HUB's for such purchases.

This delegated authority was implemented to allow departments to purchase supplies and equipment needed immediately and to allow adequate time for competitive bidding procedures mandated for large purchases. Departments are advised to carefully evaluate and plan their purchases of goods and services on a monthly/yearly basis. Purchases of like commodities in excess of \$5,000.00 are to be submitted to Procurement and General Services.

Departments are not to exceed the authorized delegated limit. Purchases may not be broken down into small purchases in order to meet the authorized limit of authority. Delegation of purchase authority may be revoked for intentional misuse of authority.

IV. Procedure

All Purchases made under this delegation must be entered via the LIMITED P.O. screens in FAMIS. Entry procedures are covered in the FAMIS reference manuals.