TEXAS A&M UNIVERSITY KINGSVILLE®

Procurement Quick Reference Guide
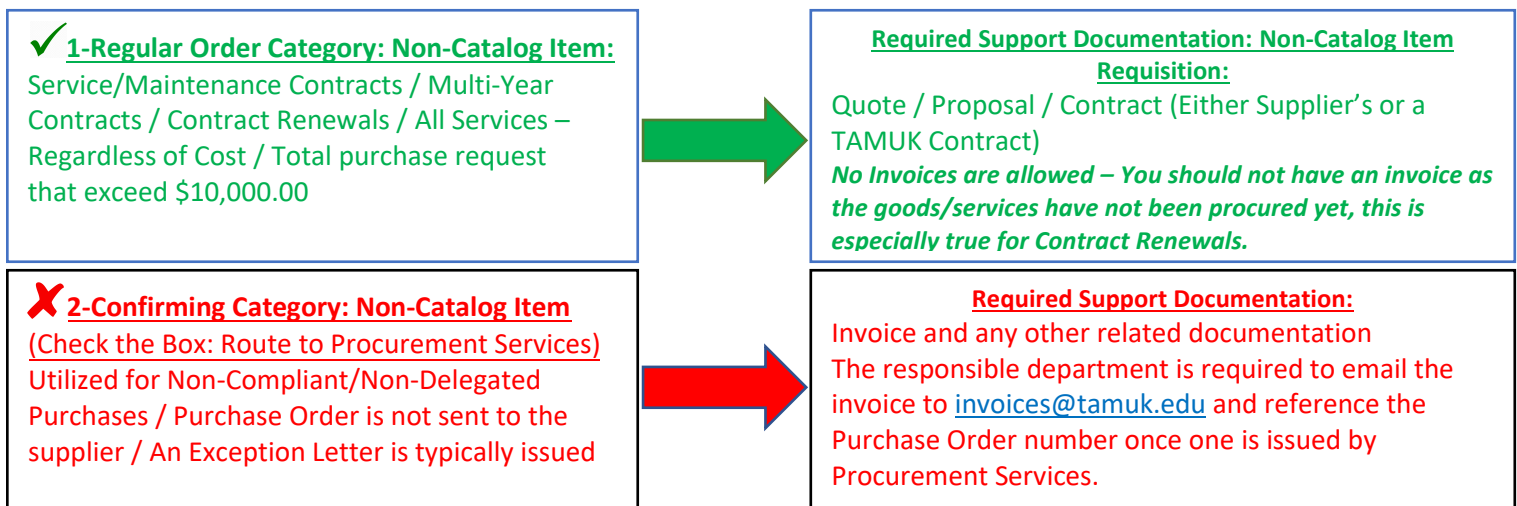
Procurement Process	Procurement Methods	Types of Purchases
1. Identify Need 2. Identify Procurement Method 3. Obtain a Quote from the Supplier 4. Submit Requisition through JavelinaBuy 5. Purchase Order Issued to Supplier 6. Supplier Fulfills Order 7. Dept. Receives Good/Services 8. Supplier Invoices TAMUK 9. Accounts Payable Pays Supplier	1. Procurement Card (P-Card) 2. Non-PO Based Invoices (JavelinaBuy) 3. Requisitions (JavelinaBuy) • Punch-Out Catalog Requisitions • Non-Catalog Item Requisition	1. Delegated Purchases: Purchases that departments have the authority to process. 2. Non-Delegated Purchases: Purchases that departments must go through Procurement Services to process.

P-Card	Type of Purchase: Delegated Card Limits vary by departmental need / Expedited way to make purchases / Purchase up to $5,000.00
Non-PO Based Invoice	Type of Purchase: Delegated Reimbursements / Memberships / Non-Controlled Items; all less than $10,000.00
Punch-Out Catalog	Type of Purchase: Delegated Any Dollar Amount / No P-Card Transactions / Already Approved Contracted Items / Fast and Efficient / Invoices are automatically sent to Accounts Payable
Non-Catalog Item	Type of Purchase: Non-Delegated & Delegated Any Dollar Amount / Controlled Items / Items Not Available through a Punch-Out Catalog (Order Categories Below) / Items Not Allowed on P-Card / Stipends

✓ **1-Regular Order Category: Non-Catalog Item:**
Service/Maintenance Contracts / Multi-Year Contracts / Contract Renewals / All Services – Regardless of Cost / Total purchase request that exceed $10,000.00

➡

Required Support Documentation: Non-Catalog Item Requisition:
Quote / Proposal / Contract (Either Supplier's or a TAMUK Contract)
No Invoices are allowed – You should not have an invoice as the goods/services have not been procured yet, this is especially true for Contract Renewals.

✗ **2-Confirming Category: Non-Catalog Item**
(Check the Box: Route to Procurement Services)
Utilized for Non-Compliant/Non-Delegated Purchases / Purchase Order is not sent to the supplier / An Exception Letter is typically issued

➡

Required Support Documentation:
Invoice and any other related documentation
The responsible department is required to email the invoice to invoices@tamuk.edu and reference the Purchase Order number once one is issued by Procurement Services.

When do I check off: "Route to Procurement Services" on a Non-Catalog Item Requisition?	For All Contracts: Service – Maintenance Contracts, Multi-Year Contracts, Contract Renewals, All Services – Regardless of Cost, Non-Compliant/Non-Delegated Purchases, Apple products

Procurement Services
procurement@tamuk.edu
361-593-3814

Items to Remember

Contracted vendors and HUB vendors should be sought out first for your procurement needs; **never** authorize services before obtaining an authorized purchase order.

Utilize the Procurement & Travel Services website for information on the procurement process.
https://www.tamuk.edu/finance/procurement/purchasing