

STANDARD ADMINISTRATIVE PROCEDURE

25.07.03.M0.01 Procurement Services Administration

Approved June 17, 1997

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Standard Administrative Procedures Statement

This procedure defines the roles and responsibilities of the central procurement office as well as the roles and responsibilities of the employees within this office.

Procedures

1. GENERAL

- 1.1 The Department of Procurement Services is responsible for procuring goods and services required by the University. Absent sole source or exempt purchase justification, purchases must be awarded by a competitive process or through contracts established under group purchasing as allowed by Section 51.9335 of the Education Code.
- 1.2 No officer/employee will intentionally or knowingly make or authorize separate, sequential, or component purchases to avoid the competitive bid requirements. When purchases have been delegated, purchase orders may not be separated into smaller dollar orders in order to meet the specified dollar limit associated with the delegated purchasing authority.
- 1.3 Departments are encouraged to contact the Department of Procurement Services as soon as needs are determined to allow for the timely delivery of goods and services.

2. RESPONSIBILITIES

- 2.1 Employees of the Department of Procurement Services shall adhere to the ethical standards of [System Policy 07.01, Ethics](#).

- 2.2 The Department of Procurement Services will: review departmental requisitions to determine the best purchasing method to achieve the best value for the University; develop and provide training on procurement related issues for all departments; solicit and evaluate bids and proposals and make purchase awards for goods and services based on best value decisions; encourage the utilization of and participation by Historically Underutilized Businesses in all procurement decisions; maintain an accurate file of all purchasing transactions and related correspondence; develop and maintain accurate and up-to-date information on sources of materials, services, and equipment in the form of catalogs, price lists, etc.; and assist departments that have been delegated purchasing authority.

Related Statutes, Policies, or Requirements

Supplements [System Regulation 25.07.03](#)

Contact Office

For interpretation or clarification, contact [Department of Procurement Services](#) at (979) 845-4570 ext. 246.

OFFICE OF RESPONSIBILITY: [Department of Procurement Services](#)