

STANDARD ADMINISTRATIVE PROCEDURE

25.07.03.M0.01 Procurement Services Administration

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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. Purchases may be awarded by the method that provides the best value to the institution 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 circumvent the procurement process. Delegated purchases may not be separated into smaller dollar orders 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 and determine the most appropriate 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, 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, make available to the public as required by statute; provide accurate and up-to-date information on sources of materials, services and equipment; and provide procurement assistance to all University departments.

Related Statutes, Policies, or Requirements

[Tex. Educ. Code § 51.9335](#)

Supplements [System Regulation 25.07.03](#)

Contact Office

[Department of Procurement Services](#)
(979) 845-4570.