25.07.03.C0.01 Purchasing Administration

Revised: May 4, 2026
Next Scheduled Review: May 4, 2031
Revision History

Procedure Summary

This procedure provides structure to the procurement process for Texas A&M University-Corpus Christi (TAMU-CC) and complies with Texas Education Code 51.9335 and Texas A&M University System regulation *25.07.03, Acquisition of Goods and/or Services*. This procedure provides guidelines to minimize risks associated with the procurement of goods and services and allows TAMU-CC to carry out its fiduciary responsibilities.

Procedure

1. GENERAL

1.1. The President has delegated authority to the department of Procurement and Disbursements for procuring goods and services required by TAMU-CC at the specified quality and quantity levels and at the best value. Purchase orders will be awarded on the basis of "best value" as determined by the appropriate procurement method.

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 Procurement and Disbursements as soon as needs are determined to allow for timely delivery of goods and services.

1.4. Procurement and Disbursements will: review departmental requisitions to determine the best purchasing method to achieve the best value for TAMU-CC; 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 (HUBs) in all procurement decisions; maintain electronic files of all

purchasing transactions; and assist departments that have been delegated purchasing authority. All purchases must comply with TAMU-CC purchasing guidelines. Each purchase must be fully documented with all documents retained in accordance with the TAMU-CC's records retention schedule.

1.5. Purchases requiring a written contract, other than the TAMU-CC standard purchase order, must comply with system policy *25.07, Contract Administration*, system regulation *25.07.01, Contract Administration, Delegations, and Reporting*, and university rule *25.07.99.C1, Contract Administration*. Procurement and Disbursements may assist to initiate contract reviews through the Contracts office, if appropriate.

1.6. Employees involved in Procurement and Disbursements' processes must adhere to the ethical standards of system policy *07.01, Ethics*.

1.7. Employees, purchases, gifts, contracts, and grants must adhere to the provisions stated in university rules *15.02.99.C1, Export Control Compliance Program* and *15.05.04.C1, High Risk Global Engagements and International Collaborations* and system policy *15.05.04 High Risk Global Engagement and High Risk International Collaboration*.

1.8. Unless specifically exempted as outlined in section 4.9 of this procedure, the following procurement methods must be utilized for purchases over $25,000: competitive bidding; competitive sealed proposals; group purchasing; and alternate methods relevant to specific application of goods or services purchased.

1.9. Purchases over $25,000 made pursuant to a restricted gift, contract, or grant must be procured through a process that is based on best value as described in section 1.10 of this procedure and within the procurement requirements as outlined in the sponsor or donor restrictions and regulations.

1.10. All purchases must be based on "best value" and must encompass the following: purchase price; reputation of the vendor and of the vendor's goods or services; quality of the vendor's goods or services; extent to which the goods or services meet the TAMU-CC's needs; the vendor's past performance with TAMU-CC; impact on the ability of TAMU-CC to comply with laws and requirements relating to HUBs and to the procurement of goods and services from persons with disabilities; and the total cost of ownership to TAMU-CC of acquiring the vendor's goods and services.

2. PURCHASE PROCESSES

2.1. Delegated Departmental Purchases

2.1.1. Procurement and Disbursements has delegated the authority to departments to make purchases of goods and services for $10,000 or less (including freight and/or postage). All TAMU-CC employees who perform purchasing functions under the delegated authority granted by this procedure must adhere to the ethical standards in system policy *07.01, Ethics* and must avoid all conflicts of interest in their procurement activities.

2.1.2. Purchases within this dollar limit require proper documentation on the designated purchase screens in the electronic purchasing system. Purchases may not be broken down into small purchases in order to meet the authorized limit of authority. In the event a purchase or series of purchases (that appropriately should have been combined into a single purchase) are made exceeding the $10,000 delegated authority, the department must submit a non-compliance memo explaining the circumstances surrounding the purchase(s). All purchases must be encumbered and approved within the electronic purchasing system prior to placing an order for goods and services, except when using a procurement credit card.

2.1.3. Departments must provide equal opportunity and access to all vendors for the purchase of goods and services. Departments must identify and utilize HUBs for purchases of goods and services whenever possible. Procurement and Disbursements will assist in identifying HUBs for such purchases.

2.1.4. Departments must purchase goods and services, whenever possible, from persons with disabilities. Departments seeking available vendors with disabilities may utilize resources such as WorkQuest which helps provide employment through the State Use Works Wonders Program for Texans with blindness and other disabilities. Procurement and Disbursements can also assist in identifying vendors.

2.2. Purchases Processed Through Procurement and Disbursements

All purchases in excess of the authorized departmental purchase limit of $10,000 must be submitted as a requisition to Procurement and Disbursements. Departments may recommend a vendor for those procurements from $10,000 to $25,000 as this level of procurement does not require competitive bids. Upon receipt of the purchase requisition, Procurement and Disbursements will determine the appropriate method of procurement if a recommended vendor is not provided by the department and process accordingly. Procurement and Disbursements will solicit bids (formal or informal), utilize state contracts or requests for proposals, and make an award for all requisitions over $25,000.

3. PROCUREMENT STANDARDS

TAMU-CC subscribes to the following ethical standards in procurement:

(a) Give first consideration to the objectives and policies of TAMU-CC;

(b) Strive to obtain the maximum value for each dollar of expenditure;

(c) Decline personal gifts or gratuities having a value over $50;

(d) Grant all competitive suppliers equal consideration insofar as state or federal statutes and institutional policies permit;

(e) Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation;

(f) Demand honesty in sales representation whether offered through a verbal or written statement, an advertisement, or a sample of the product;

(g) Receive written consent from the originator of proprietary ideas and designs before using them for competitive purchasing purposes;

(h) Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier, insofar as the established TAMU-CC policies permit;

(i) Accord a prompt and courteous reception, insofar as conditions permit, to all who call on legitimate business;

(j) Cooperate with trade, industrial, and professional associations and with governmental and private agencies for the purposes of promoting and developing sound business methods; and

(k) Foster fair, ethical, and legal trade practices.

4. PURCHASE CATEGORIES

4.1. State Contracts

The State of Texas vendor-awarded contracts are available for use by all state agencies and institutions of higher education. These contracts are either non-automated or automated state contracts.

4.2. Emergency Purchases

4.2.1. An emergency purchase is defined as a purchase of goods or services that, if not secured immediately, the department will incur financial

loss or operational damage. Departments must contact Procurement and Disbursements for assistance in handling emergency purchases. If the emergency occurs after normal business hours, the department must notify Procurement and Disbursements the next business day.

4.2.2. A written emergency justification is required for this type of purchase. While bids are not required, departments are encouraged to obtain bids if at all possible.

4.3. Services

4.3.1. Purchase of services is defined as the furnishing of skilled/unskilled labor or professional work performed by an independent contractor but does not include: (1) professional service subject to Subchapter A, Chapter 2254 of the Texas Government Code; (2) service of a state agency employee; (3) consulting service; or (4) service of a public utility. Additional information can be found in the Purchasing Policy & Procedure Handbook (see Appendix).

4.3.2. Requisitions must be submitted for the purchase of services and the award must be issued before service begins. If the service can only be provided by a sole source provider, a letter of justification explaining why the service is needed and why it cannot be obtained competitively must be submitted with the requisition. For services with an estimated value less than $10,000, the department may purchase the service using delegated authority.

4.3.3. If a service will be required and rendered throughout the fiscal year with an estimated cumulative value that exceeds $25,000, a requisition must be submitted to Procurement and Disbursements.

4.3.4. If a service involves alterations to TAMU-CC property, a separate Project Initiation Request (see Appendix) must also be submitted and approved prior to the commencement of any work.

4.4. Rentals

4.4.1. Rental of machines and equipment that do not include an operator are considered goods. Rentals that include an operator provided by the supplier are considered services.

4.4.2. All rentals in excess of $10,000 must be processed through Procurement and Disbursements prior to the date of required use. For rentals with an estimated value less than $10,000, the department may purchase the goods or services using their delegated authority.

4.5. Information Technology Hardware, Software, and Services

4.5.1. To ensure compliance with university rule *29.01.99.C1 Management of Information Resources*, TAMU-CC's Information Technology department must approve the purchase, lease, or other acquisition of all information technology-related hardware, software, or services before the acquisition can be made through Procurement and Disbursements or a procurement credit card. Requests to review all hardware and software should be submitted through serviceportal.tamucc.edu prior to initiating the purchase.

4.5.2. All software with a cost in excess of $100,000 is classified as capital equipment per the Texas Governmental Accounting Standards Board Statement 51 and must be inventoried.

4.5.3. Software requiring the execution of a third-party license or agreement must be submitted to the Contracts office for review prior to any commitment for the purchase of the software. For coordination on this type of license agreement, inquiries should be sent to the Contracts office. License agreements will be executed in accordance with TAMU-CC's President's Delegation of Authority for Contract Administration. This delegation of authority can be found in the Appendix section of this procedure and on the Contracts office website.

4.6. Use of a Private Consultant

4.6.1. Consulting services of $10,000 or less may be purchased by the delegated authority using a limited purchase order through the electronic purchasing system.

4.6.2. Consulting services in excess of $10,000 must be requisitioned through Procurement and Disbursements.

4.6.3. Consulting services will be procured in accordance with the best value standards in Texas Educational code, Section 51.9935.

4.6.4. Contracts should be utilized when using consulting services.

4.7. Lease of Space

All lease of space contracts for TAMU-CC must be submitted to the Contracts office which will submit them to the Texas A&M University System Real Estate office for review and approval. With the submission of a contract for review, the department must also submit a purchase requisition and the specific lease information to Procurement and Disbursements. Procurement and Disbursements requires an executed contract prior to issuing a purchase

order.

4.8. Lease/Purchase or Installment Payment Purchase

Requests for all leases/purchases or installment payment purchases must be submitted to the Contracts office. The Contracts office will assist departments in developing lease/purchase specifications, determining available lease/purchase options, and obtaining the required approvals. Approvals of leases/purchases or installment payment purchases will be processed in accordance with TAMU-CC's President's Delegation of Authority for Contract Administration.

4.9. Exempt Purchases

The following goods or services are exempt from competitive bidding requirements, may be purchased by departments regardless of dollar amount, and must follow TAMU-CC's President's Delegation of Authority for Contract Administration, when applicable.

(a) Classified advertising expenses such as newspaper and magazine, radio, television, billboards, classifieds, yellow page ads, and all other printed advertisements (does not include fees paid to public relations or advertising firms for their services in developing or executing coordinated campaigns or programs);

(b) Conference expenses related to room services such as audio/visual/network and food services;

(c) Employee moving expenses (institutional funds only);

(d) Fees for lecturers/guest speakers hired on a one-time basis (does not include fees for speakers/lecturers hired on a continuous basis);

(e) Student travel expenses with the exception of air and bus charter;

(f) Library materials specific for TAMU-CC's Mary and Jeff Bell Library;

(g) Legislative information services and bill analysis services;

(h) Membership fees and dues;

(i) Newspaper and magazine subscriptions direct from the publisher;

(j) Freight and express delivery services;

(k) Services provided by other State of Texas agencies or by other local

governments (inter-agency, intra-system, and inter-local agreements must be reviewed by the Contracts office);

(l) Intra-agency payments;

(m) Registration fees and associated books and materials;

(n) Rental of exhibit space (e.g., booths for display purposes);

(o) Goods and services provided by the Texas Department of Criminal Justice;

(p) Goods and services provided by WorkQuest;

(q) Internal repairs;

(r) Purchases from federal agencies;

(s) Utilities (including telecommunications long distance & monthly charges);

(t) Artists (e.g., painters, sculptors, composers, performers);

(u) Group purchasing programs (co-op);

(v) Purchases from the General Services Administration (GSA) contracts;

(w) Purchases from the Department of Information Resources (DIR);

(x) Works of art;

(y) Hotels and conference rooms;

(z) Postage;

(aa) Software;

(bb) Employee & prospective employee travel;

(cc) Legal services, judgment & court costs, investigation expenses, and witness fees;

(dd) Educational/Training services;

(ee) Items purchased for resale;

(ff) Accreditation services;

(gg) Officiating;

(hh) Grants and sub awards;

5. PURCHASE OF EQUIPMENT WITH FEDERAL FUNDS

5.1. Where appropriate, an analysis of lease and purchase alternatives will be made by Procurement and Disbursements to determine the most economical and practical procurement method utilizing federal funds in excess of $10,000.

5.2. TAMU-CC must, on request, make available to the federal awarding agency, pre-award review and procurement documents, such as the request for proposals or invitation for bids, independent cost estimates, etc.

5.3. TAMU-CC must adhere to all federal requirements as stipulated in a grant or award and follow the federal procurement requirements and guidance as appropriate.

Related Statutes, Policies, or Requirements

Texas Administrative Code Title 1 Part 10 Chapter 213 Subchapter A
Texas Administrative Code Title 1 Part 10 Chapter 213 Subchapter C Rule 213.37
Texas Education Code 51.9335(a)-(e) Acquisition of Goods and Services
Texas Government Code Chapter 2161 – Historically Underutilized Businesses
Texas Government Code Chapter 2254 – Professional and Consulting Services
Texas Governmental Accounting Standards Board Statement 51
Texas Human Resources Code 122.003 – Texas Council on Purchasing from People with Disabilities
System Policy *07.01, Ethics*
System Policy *25.06, Participation by Historically Underutilized Business*
System Regulation *25.06.01, System HUB Program*
System Policy *25.07, Contract Administration*
System Regulation *25.07.01, Contract Administration, Delegations, and Reporting*
System Regulation *25.07.03, Acquisition of Goods and/or Services*
System Regulation 15.05.04, High Risk Global Engagement and High Risk International Collaboration
University Rule *15.02.99.C1, Export Control Compliance Program*
University Rule *15.05.04.C1, High Risk Global Engagements and International Collaborations*
University Procedure *24.01.99.C0.01, Guest Speakers, Lecturers, and Entertainers*
University Rule *25.06.01, Historically Underutilized Business Program*
University Rule *25.07.99.C1, Contract Administration*

University Rule *29.01.99.C1, Management of Information Resources*

This procedure supersedes:

- *25.99.02.C1, Purchasing Administration*

Appendix

Project Initiation Request
Purchasing Policy & Procedure Handbook
Texas A&M University-Corpus Christi President's Delegation of Authority for Contract Administration

Contact Office

Contact for interpretation and clarification:	Procurement and Disbursements 361.825.2617