

# Audit Report

## Texas Education Code 51.9337(h) - Annual Reporting Requirement on Procurement Policies

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November 2022

## Summary & Background – Texas Education Code 51.9337(h) - Annual Reporting Requirement on Procurement Policies

### Summary

The Office of Audit and Consulting Services completed the Texas Education Code (TEC) §51.9337 Annual Reporting Requirement on Procurement Policies audit. Our review disclosed The University of Texas at Arlington adopted the policies and procedures outlined in Senate Bill 20 and TEC §51.9337, *Purchasing Authority Conditional, Required Standards*. This certification will be included in the Annual Audit Report to the State Auditor’s Office as required under Texas Government Code §2102.

**There were no reportable findings noted in this engagement.**

### Background

Senate Bill 20 of the 84th Legislative Session (SB 20) modified existing requirements and created new requirements for state agencies and institutions of higher education related to purchasing and contracting. These requirements were written into the Texas Government Code and/or the TEC effective September 1, 2015, and were not changed during the subsequent 85th, 86th and 87th legislative sessions. TEC §51.9337 states that “The chief auditor of an institution of higher education shall annually assess whether the institution has adopted the rules and policies required by this section and shall submit a report of findings to the state auditor.”

# Audit Objective, Scope and Methodology – Texas Education Code 51.9337(h) - Annual Reporting Requirement on Procurement Policies

## Audit Objective

The audit objective was to help ensure UTA was operating in accordance with TEC §51.9337.

TEC §51.9337 requires state agencies and institutions of higher education to have the following:

- A Contract Management Handbook with consistent guidance on contract review procedures and risk analysis procedures.
- Delegation of contracting authority.
- Training for purchasing and contracting staff.
- Code of ethics, standards of conduct, and policies on conflict of interest, conflicts of commitment, outside activities, as well as use of institutional resources and training.
- Fraud investigation policies and internal audit risk assessment processes.

## Audit Scope and Methodology

Our audit scope included a review of documents, current policies, procedures and system reports as related to purchases during fiscal year 2022. Policies and procedures reviewed included those relating to codes of ethics and standards of conduct; conflicts of interest and outside commitments; fraud policies; as well as contract management, delegation and training. The audit scope included gathering information from key personnel from Procurement and Payment Services.

Our examination was conducted in accordance with guidelines set forth in the Institute of Internal Auditors' *International Standards for the Professional Practice of Internal Auditing*.

We appreciate the courtesy and cooperation received from Procurement & Payment Services throughout this audit.

## Distribution – Texas Education Code 51.9337(h) - Annual Reporting Requirement on Procurement Policies

To: Jennifer Cowley *President, UTA*  
Randal Rose *Audit Committee Chairman*

### Audit Committee:

Salma Adem *Vice President for Planning and Chief of Staff, UTA*  
Shelby Boseman *University Attorney and Chief Legal Officer, UTA*  
Tamara Brown *Provost and Senior Vice President for Academic Affairs, UTA*  
John Davidson *Vice President for Business and Finance and Chief Financial Officer, UTA*  
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From: David Price *Chief Audit Executive, UTA*



cc: Julia Cornwell *Senior Director of Procurement and Payment Services, UTA*  
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### Auditor-in-Charge:

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