



UT System Administration Policy Library – Policy UTS159
Purchasing

Responsible Officer: Vice Chancellor for Business Affairs
Sponsoring Office: Office of Business Affairs
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CONTENTS

Policy Statement

Rationale

Scope

Website Address For This Policy

Related Statutes, Policies, Requirements Or Standards

Contacts

Definitions

Responsibilities

Procedures

Forms Tools/Online Processes

Appendix

POLICY STATEMENT

This policy provides certain procurement guidelines applicable to each institution and UT System Administration and also requires the primary procurement officer of each institution and UT System Administration to promulgate procedures to facilitate and expedite the purchasing function.

RATIONALE

This policy provides certain procurement guidelines that promote, facilitate and expedite the purchasing function.

SCOPE

All institutions and UT System Administration

WEBSITE ADDRESS FOR THIS POLICY

<http://www.utsystem.edu/policy/policies/uts159.html>

RELATED STATUTES, POLICIES, REQUIREMENTS OR STANDARDS

| UT System Administration Policies & Standards | Other Statutes, Policies & Standards |
|--|--|
| UTS156, Purchaser Training and Certification | <i>Texas Education Code</i> Section 51.9335 – Acquisition of Goods or Services |

CONTACTS

If you have any questions about UT System Administration policy UTS 159, Purchasing, contact the following office(s):

| Subject | Office Name | Telephone Number | Email/URL |
|---------|----------------------------|------------------|---|
| | Office of Business Affairs | 512-499-4560 | http://www.utsystem.edu/bus/contact.htm |

DEFINITIONS

Chief Administrative Officer

For this series this refers to the Chancellor for System Administration or the president of an institution.

RESPONSIBILITIES

Primary Procurement Officer

- Promulgates procedures to facilitate and expedite the purchasing function.

Chief Business Officer

- Reviews and approves all new purchasing procedures and all changes to existing purchasing procedures before implementation.
- Maintains reports of exceptions of use of closed specifications.

Vice Chancellor and General Counsel

- Reviews and approves material changes to purchasing procedures, including new procedures and changes to existing procedures, before implementation.

Chief Administrative Officer

- Approves purchase from, or sale to, any employee of System Administration or an institution of any supplies, materials, services, equipment, or property prior to purchase.

PROCEDURES

Sec. 1 Establishment of Procedures.

The primary procurement officer of each institution and System Administration shall promulgate procedures to facilitate and expedite the purchasing function. Such procedures shall be developed in accordance with sound business practices and applicable State law. New purchasing procedures and changes to existing purchasing procedures shall be implemented only after appropriate review and approval of the chief business officer and the Vice Chancellor and General Counsel; provided, only material changes to purchasing procedures, including new procedures and changes to existing procedures, require review and approval by the Office of General Counsel.

Sec. 2 Use of Closed Specifications.

Closed specifications shall not be used except in unusual instances clearly justified as being essential to efficient operating performance. Reports of all such exceptions shall be maintained by the chief business officer.

Sec. 3 Transactions with Employees.

Purchase from, or sale to, any employee of System Administration or an institution of any supplies, materials, services, equipment, or property must have the prior approval of the chief administrative officer. Any such purchases shall be made only if the cost is less than from any other known source. This Section does not apply to sales or purchases made at public auction.

FORMS AND TOOLS/ONLINE PROCESSES

None

APPENDIX

None

Keywords: training, certification, purchasers, purchasing, purchase, financial
